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U.S. Navy Dept.

Schedule of wages for civil  
employees in the field...

Washington

1944

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**SCHEDULE OF WAGES  
FOR CIVIL EMPLOYEES IN THE  
FIELD SERVICE OF THE  
NAVY DEPARTMENT,  
THE MARINE CORPS AND  
THE COAST GUARD**

Within the Continental Limits of the  
United States

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Revised to November 30, 1943



NAVEXOS P-24

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UNITED STATES  
GOVERNMENT PRINTING OFFICE  
WASHINGTON : 1944

Prepared by  
The Wage Administration Branch  
Division of Personnel Supervision and Management

II

12/18/44 N.C.

DEC 21 1944 PCR

NAVY DEPARTMENT,  
Washington, 30 November 1943.

1. The following revised Schedule of Wages governing the pay of all civil employees in the field service of the Navy Department, Marine Corps, and Coast Guard, within the continental limits of the United States, except those whose pay is governed by piece-work schedules, is issued for the information and compliance of all concerned.

2. The Schedule of Wages effective 18 November 1940 has been revised for administrative convenience because of the many administrative changes made therein, and the delegation to the Secretary of the Navy by the National War Labor Board, in General Order No. 18, as amended, adopted 27 August 1943, of authority to fix wages in accordance with the terms of Executive Order No. 9250, dated 3 October 1942, Executive Order 9328, dated 8 April 1943, the supplementary directive of the Economic Stabilization Director, dated 12 May 1943; and all general orders and policies of the National War Labor Board announced thereunder.

3. Current piece-work schedules may be amended or new schedules established only with the approval of the Secretary of the Navy, obtained in advance.

4. No increases in pay shall be made under this Schedule of Wages in the case of any employees holding appointments from the Secretary of the Navy, unless specifically authorized.

5. All previous authorizations and instructions in conflict with this Schedule of Wages are hereby revoked, except that the Department's authorizations for snappers, leadingmen, and quartermen, without the required number of employees under their supervision, and the Department's authorization to supervise diversified ratings, remain effective for the period specifically fixed therein.

FRANK KNOX,  
Secretary of the Navy.

III

#### GENERAL ORDER NO. 18

The National War Labor Board hereby delegates to the Secretary of the Navy, to be exercised in his behalf by the Office of the Assistant Secretary of the Navy (hereinafter referred to as the Navy Department Agency) power to rule upon all applications for wage and salary adjustments (insofar as approval thereof has been made a function of the National War Labor Board), covering civilian employees within the continental limits of the United States and Alaska, employed directly by the Navy Department (but excluding persons employed in Government-owned, privately operated facilities of the Navy Department), all in accordance with the further provisions of this order.

In the performance of its duties hereunder the Navy Department Agency shall comply with the terms of Executive Order No. 9250, dated October 3, 1942, Executive Order No. 9328, dated April 8, 1943, the Supplementary Directive of May 12, 1943, and all General Orders and policies of the National War Labor Board announced thereunder.

Any wage or salary adjustment approved by the Agency "which may increase the production costs above the level prevailing in comparable plants or establishments" shall become effective only if also approved by the Director of Economic Stabilization. Notice to this effect shall be contained in all rulings issued by the Navy Department Agency hereunder.

Applications for approval of voluntary wage adjustments within the jurisdiction of the Navy Department Agency shall state whether or not the adjustment if approved may increase the production costs above the level prevailing in comparable plants or establishments. If the answer is in the affirmative, the Navy Department Agency shall send to the National War Labor Board for processing to the Office of the Director of Economic Stabilization a copy of the application and a copy of its ruling at the time of issuance thereof, for approval as mentioned above.

The Navy Department Agency, without making an initial ruling thereon, may refer to the National War Labor Board for decision any case which, in the opinion of the Agency, presents doubtful or disputed questions of sufficient seriousness and import to warrant direct action by the Board.

The Navy Department Agency shall, so far as is practicable, utilize the information and data of the National War Labor Board or the several Regional War Labor Boards in the determination of area rates in accordance with the wage rate brackets established by the Regional War Labor Boards.

The Navy Department Agency shall transmit to the Wage Stabilization Division of the National War Labor Board copies of its rulings and rules of procedure, if any, and such additional data and reports as said Division or the Board may from time to time deem necessary.

Any ruling by the Navy Department Agency or the Secretary of the Navy hereunder shall be final, subject to the National War Labor Board's ultimate power to review rulings on its own initiative.

Any ruling by the Navy Department Agency or the Secretary of the Navy hereunder shall be deemed to be the Act of the National War Labor Board, unless and until reversed or modified by the Board. Any such order of reversal or modification shall allow a period of two weeks from the date of the Board's order within which to comply with the order.

L. K. GARRISON,  
*Executive Director.*

Adopted August 27, 1943.

#### EXECUTIVE ORDER NO. 9250

##### PROVIDING FOR THE STABILIZING OF THE NATIONAL ECONOMY

By virtue of the authority vested in me by the Constitution and the statutes, and particularly by the Act of October 2, 1942, entitled "An Act to Amend the Emergency Price Control Act of 1942, to Aid in Preventing Inflation, and for Other Purposes," as President of the United States and Commander in Chief of the Army and Navy, and in order to control so far as possible the inflationary tendencies and the vast dislocations attendant thereon which threaten our military effort and our domestic economic structure, and for the more effective prosecution of the war, it is hereby ordered as follows:

##### TITLE I. ESTABLISHMENT OF AN OFFICE OF ECONOMIC STABILIZATION

1. There is established in the Office for Emergency Management of the Executive Office of the President an Office of Economic Stabilization, at the head of which shall be an Economic Stabilization Director (hereinafter referred to as the Director).

2. There is established in the Office of Economic Stabilization an Economic Stabilization Board with which the Director shall advise and consult. The Board shall consist of the Secretary of the Treasury, the Secretary of Agriculture, the Secretary of Commerce, the Secretary of Labor, the Chairman of the Board of Governors of the Federal Reserve System, the Director of the Bureau of the Budget, the Price Administrator, the Chairman of the National War Labor Board, and two representatives each of labor, management, and farmers to be appointed by the President. The Director may invite for consultation the head of any other department or agency. The Director shall serve as Chairman of the Board.

3. The Director, with the approval of the President, shall formulate and develop a comprehensive national economic policy relating to the control of civilian purchasing power, prices, rents, wages, salaries, profits, rationing, subsidies, and all related matters—all for the purpose of preventing avoidable increases in the cost of living, cooperating in minimizing the unnecessary migration of labor from one business, industry, or region to another, and facilitating the prosecution of the war. To give effect to this comprehensive national economic policy the Director shall have power to issue directives on policy to the Federal departments and agencies concerned.

4. The guiding policy of the Director and of all departments and agencies of the Government shall be to stabilize the cost of living in accordance with the Act of October 2, 1942; and it shall be the duty and responsibility of the Director and of all departments and agencies of the Government to cooperate in the execution of such administrative programs and in the development of such legislative programs as may be necessary to that end. The administration of activities related to the national economic policy shall remain with the departments and agencies now responsible for such activities, but such administration shall conform to the directive on policy issued by the Director.

## TITLE II. WAGE AND SALARY STABILIZATION POLICY

1. No increases in wage rates, granted as a result of voluntary agreement, collective bargaining, conciliation, arbitration, or otherwise, and no decreases in wage rates, shall be authorized unless notice of such increases or decreases shall have been filed with the National War Labor Board and unless the National War Labor Board has approved such increases or decreases.

2. The National War Labor Board shall not approve any increases in the wage rates prevailing on September 15, 1942, unless such increase is necessary to correct maladjustments or inequalities, to eliminate substandards of living, to correct gross inequities, or to aid in the effective prosecution of the war.

Provided, however, that where the National War Labor Board or the Price Administrator shall have reason to believe that a proposed wage increase will require a change in the price ceiling of the commodity or service involved, such proposed increase, if approved by the National War Labor Board, shall become effective only if also approved by the Director.

3. The National War Labor Board shall not approve a decrease in the wages for any particular work below the highest wages paid therefor between January 1, 1942, and September 15, 1942, unless to correct gross inequities and to aid in the effective prosecution of the war.

4. The National War Labor Board shall, by general regulation, make such exemptions from the provisions of this title in the case of small total wage increases or decreases as it deems necessary for the effective administration of this Order.

5. No increases in salaries now in excess of \$5,000 per year (except in instances in which an individual has been assigned to more difficult or responsible work) shall be granted until otherwise determined by the Director.

6. No decrease shall be made in the salary for any particular work below the highest salary paid therefor between January 1, 1942, and September 15, 1942, unless to correct gross inequities and to aid in the effective prosecution of the war.

7. In order to correct gross inequities and to provide for greater equality in contributing to the war effort, the Director is authorized to take the necessary action and to issue the appropriate regulations, so that, insofar as practicable, no salary shall be authorized under Title III, Section 4, to the extent that it exceeds \$25,000 after the payment of taxes allocable to the sum in excess of \$25,000. Provided, however, that such regulations shall make due allowance for the payment of life insurance premiums on policies heretofore issued, and required payments on fixed obligations heretofore incurred, and shall make provision to prevent undue hardship.

8. The policy of the Federal Government, as established in Executive Order No. 9017 of January 12, 1942, to encourage free collective bargaining between employers and employees is reaffirmed and continued.

9. Insofar as the provisions of Clause (1) of section 302 (c) of the Emergency Price Control Act of 1942 are inconsistent with this Order, they are hereby suspended.

## TITLE III. ADMINISTRATION OF WAGE AND SALARY POLICY

1. Except as modified by this Order, the National War Labor Board shall continue to perform the powers, functions, and duties conferred upon it by Executive Order No. 9017, and the functions of said Board are hereby extended to cover all industries and all employees. The National War Labor Board shall continue to follow the procedures specified in said Executive Order.

2. The National War Labor Board shall constitute the agency of the Federal Government authorized to carry out the wage policies stated in this Order, or the directives on policy issued by the Director under this Order. The National War Labor Board is further authorized to issue such rules and regulations as may be necessary for the speedy determination of the propriety of any wage increases or decreases in accordance with this Order, and to avail itself of the services and facilities of such State and Federal departments and agencies as, in the discretion of the National War Labor Board, may be of assistance to the Board.

3. No provision with respect to wages contained in any labor agreement between employers and employees (including the Shipbuilding Stabilization Agreements, as amended on May 16, 1942, and the Wage Stabilization Agreement of the Building Construction Industry arrived at May 22, 1942) which is inconsistent with the policy herein enunciated or hereafter formulated by the Director shall be enforced except with the approval of the National War Labor Board within the provisions of this Order. The National War Labor Board shall permit the Shipbuilding Stabilization Committee and the Wage Adjustment Board for the Building Construction Industry, both of which are provided for in the foregoing agreements, to continue to perform their functions therein set forth, except insofar as any of them is inconsistent with the terms of this order.

4. In order to effectuate the purposes and provisions of this Order and the Act of October 2, 1942, any wage or salary payment made in contravention thereof shall be disregarded by the Executive Departments and other governmental agencies in determining the costs or expenses of any employer for the purpose of any law or regulation, including the Emergency Price Control Act of 1942 or any maximum price regulation thereof, or for the purpose of calculating deductions under the Revenue Laws of the United States or for the purpose of determining costs or expenses under any contract made by or on behalf of the Government of the United States.

## TITLE IV. PRICES OF AGRICULTURAL COMMODITIES

1. The prices of agricultural commodities and of commodities manufactured or processed in whole or substantial part from any agricultural commodity shall be stabilized, so far as practicable, on the basis of levels which existed on September 15, 1942, and in compliance with the Act of October 2, 1942.

2. In establishing, maintaining, or adjusting maximum prices for agricultural commodities or for commodities processed or manufactured in whole or in substantial part from any agricultural commodity, appropriate deductions shall be made from parity price or comparable price for payments made under the Soil Conservation and Domestic Allotment Act, as amended, parity payments made under the Agricultural Adjustment Act of 1938, as amended, and governmental subsidies.

3. Subject to the directives on policy of the Director, the price of agricultural commodities shall be established or maintained or adjusted jointly by the Secretary of Agriculture and the Price Administrator; and any disagreement between them shall be resolved by the Director. The price of any commodity manufactured or processed in whole or in substantial part from an agricultural commodity shall be established or maintained or adjusted by the Price Administrator, in the same administrative manner provided for under the Emergency Price Control Act of 1942.

4. The provisions of sections 3 (a) and 3 (c) of the Emergency Price Control Act of 1942 are hereby suspended to the extent that such provisions are inconsistent with any or all prices established under this Order for agricultural commodities, or commodities manufactured or processed in whole or in substantial part from an agricultural commodity.

## TITLE V. PROFITS AND SUBSIDIES

1. The Price Administrator, in fixing, reducing or increasing prices, shall determine price ceilings in such a manner that profits are prevented which in his judgment are unreasonable or exorbitant.

2. The Director may direct any Federal Department or agency, including, but not limited to, the Department of Agriculture (including the Commodity Credit Corporation and the Surplus Marketing Administration), the Department of Commerce, the Reconstruction Finance Corporation, and other corporations organized pursuant to Section 5d of the Reconstruction Finance Corporation Act, as amended, to use its authority to subsidize and to purchase for resale, if such measures are necessary to insure the maximum necessary production and distribution of any commodity, or to maintain ceiling prices, or to prevent a price rise inconsistent with the purposes of this Order.

## TITLE VI. GENERAL PROVISIONS

1. Nothing in this Order shall be construed as affecting the present operation of the Fair Labor Standards Act, the National Labor Relations Act, the Walsh-Healey Act, the Davis-Bacon Act, or the adjustment procedure of the Railway Labor Act.

2. Salaries and wages under this Order shall include all forms of direct or indirect remuneration to an employee or officer for work or personal services performed for an employer or corporation, including but not limited to, bonuses, additional compensation, gifts, commissions, fees, and any other remuneration in any form or medium whatsoever (excluding insurances and pension benefits in a reasonable amount as determined by the Director); but for the purpose of determining wages or salaries for any period prior to September 16, 1942, such additional compensation shall be taken into account only in cases where it has been customarily paid by employers to their employees. "Salaries" as used in this Order means remuneration for personal services regularly paid on a weekly, monthly, or annual basis.

3. The Director shall, so far as possible, utilize the information, data, and staff services of other Federal departments and agencies which have activities or functions related to national economic policy. All such Federal departments and agencies shall supply available information, data, and services required by the Director in discharging his responsibilities.

4. The Director shall be the agency to receive notice of any increase in the rates or charges of common carriers or other public utilities as provided in the aforesaid Act of October 2, 1942.

5. The Director may perform the functions and duties and exercise the powers, authority, and discretion conferred upon him by this Order through such officials or agencies, and in such manner, as he may determine. The decision of the Director as to such delegation and the manner of exercise thereof shall be final.

6. The Director, if he deems it necessary, may direct that any policy formulated under this Order shall be enforced by any other department or agency under any other power or authority which may be provided by any of the laws of the United States.

7. The Director, who shall be appointed by the President, shall receive such compensation as the President shall provide, and within the limits of funds which may be made available, may employ necessary personnel and make provision for supplies, facilities, and services necessary to discharge his responsibilities.

FRANKLIN D. ROOSEVELT.

THE WHITE HOUSE, October 3, 1942.

## EXECUTIVE ORDER NO. 9328

## [STABILIZATION OF WAGES, PRICES, AND SALARIES]

By virtue of the authority vested in me by the Constitution and the statutes, and particularly by the First War Powers Act, 1941, and the Act of October 2, 1942, entitled "An Act to Amend the Emergency Price Control Act of 1942, to Aid in Preventing Inflation, and for Other Purposes," as President of the United States and Commander in Chief of the Army and Navy, and in order to safeguard the stabilization of prices, wages, and salaries, affecting the cost of living on the basis of levels existing on September 15, 1942, as authorized and directed by said Act of Congress of October 2, 1942, and Executive Order No. 9250 of October 3, 1942, and to prevent increases in wages, salaries, prices, and profits, which, however justifiable if viewed apart from their effect upon the economy, tend to undermine the basis of stabilization, and to provide such regulations with respect to the control of price, wage, and salary increases as are necessary to maintain stabilization, it is hereby ordered as follows:

1. In the case of agricultural commodities the Price Administrator and the Administrator of Food Production and Distribution (hereinafter referred to as the Food Administrator) are directed, and in the case of other commodities the Price Administrator is directed, to take immediate steps to place ceiling prices on all commodities affecting the cost of living. Each of them is directed to authorize no further increases in ceiling prices except to the minimum extent required by law. Each of them is further directed immediately to use all discretionary powers vested in them by law to prevent further price increases, direct or indirect, to prevent profiteering, and to reduce prices which are excessively high, unfair, or inequitable. Nothing herein, however, shall be construed to prevent the Food Administrator and the Price Administrator, subject to the general policy directives of the Economic Stabilization Director, from making such readjustments in price relationships appropriate for various commodities, or classes, qualities, or grades thereof or for seasonal variations or for various marketing areas, or from authorizing such support prices, subsidies, or other inducements as may be authorized by law and deemed necessary to maintain or increase production, provided that such action does not increase the cost of living. The power, functions, and duties conferred on the Secretary of Agriculture under section 3 of the Emergency Price Control Act of 1942 (Public Law 421, 77th Cong.) and under section 3 of the Act of October 2, 1942 (Public Law 723, 77th Cong.) are hereby transferred to, and shall be exercised by, the Food Administrator.

2. The National War Labor Board, the Commissioner of Internal Revenue, and other agencies exercising authority conferred by Executive Order No. 9250 or Executive Order 9299 and the regulations issued pursuant thereto over wage or salary increases are directed to authorize no further increase in wages or salaries except such as are clearly necessary to correct substandards of living, provided that nothing herein shall be construed to prevent such agencies from making such wage or salary readjustments as may be deemed appropriate and may not have heretofore been made to compensate, in accordance with the Little Steel Formula as heretofore defined by the National War Labor Board, for the rise in the cost of living between January 1, 1941, and May 1, 1942. Nor shall anything herein be construed to prevent such agencies, subject to the

general policies and directives of the Economic Stabilization Director, from authorizing reasonable adjustments of wages and salaries in case of promotions, reclassifications, merit increases, incentive wages, or the like, provided that such adjustments do not increase the level of production costs appreciably or furnish the basis either to increase prices or to resist otherwise justifiable reductions in prices.

3. The Chairman of the War Manpower Commission is authorized to forbid the employment by any employer of any new employee or the acceptance of employment by a new employee except as authorized in accordance with regulations which may be issued by the Chairman of the War Manpower Commission, with the approval of the Economic Stabilization Director, for the purpose of preventing such employment at a wage or salary higher than that received by such new employee in his last employment unless the change of employment would aid in the effective prosecution of the war.

4. The attention of all agencies of the Federal Government, and of all State and municipal authorities, concerned with the rates of common carriers or other public utilities, is directed to the stabilization program of which this order is a part so that rate increases will be disapproved and rate reductions effected, consistently with the Act of October 2, 1942, and other applicable federal, state, or municipal law, in order to keep down the cost of living and effectuate the purposes of the stabilization program.

5. To provide for the consistent administration of this order and Executive Order No. 9250, and other orders and regulations of similar import and for the effectuation of the purposes of the Act of October 2, 1942, the Economic Stabilization Director is authorized to exercise all powers and duties conferred upon the President by that Act, and the Economic Stabilization Director is authorized and directed to take such action and to issue such directives under the authority of that Act as he deems necessary to stabilize the national economy, to maintain and increase production, and to aid in the effective prosecution of the war. Except insofar as they are inconsistent with this order or except insofar as the Director shall otherwise direct, powers and duties conferred upon the President by the said Act and heretofore devolved upon agencies or persons other than the Director shall continue to be exercised and performed by such agencies and persons.

6. Except insofar as they are inconsistent with this order, Executive Order 9250 and the regulations issued pursuant thereto shall remain in full force and effect.

FRANKLIN D. ROOSEVELT

THE WHITE HOUSE, April 8, 1943.

# SUPPLEMENTARY DIRECTIVE OF THE ECONOMIC STABILIZATION DIRECTOR

Executive Order No. 9323, dated 8 April 1943, is hereby supplemented under Section 5 as follows:

1. In order to provide clear-cut guides and definite limits as a basis for correcting substandards of living, and as a basis for permitting the Board to make within the existing price structure and within existing levels of production costs, minimum and noninflationary adjustments which are deemed necessary to "aid in the effective prosecution of the war or to correct gross inequities" within the meaning of Section 1 of the Act of October 2, 1942, the Board is authorized to establish as rapidly as possible, by occupational groups and labor market areas, the wage-rate brackets embracing all those various rates found to be sound and tested going rates. All the rates within these brackets are to be regarded as stabilized rates, not subject to change save as permitted by the Little Steel Formula. Except in rare and unusual cases in which the critical needs of war production require the setting of a wage at some point above the minimum of the going wage bracket, the minimum of the going rates within the brackets will be the point beyond which the adjustments mentioned above may not be made. The careful application of those wage-rate brackets to concrete cases within the informed judgment of the War Labor Board will strengthen and reinforce the stabilization line to be held. Malaadjustments between wages and the cost of living will be considered by the Board only for the purpose of correcting substandard conditions of living, or determining adjustments within the 15-percent limit of the Little Steel Formula. In connection with the approval of wage adjustments necessary to eliminate substandards of living or to give effect to the Little Steel Formula or in connection with the adoption of a longer workweek, the Board may approve wage or salary adjustments for workers in immediately interrelated job classifications to the extent required to keep the minimum differentials between immediately interrelated job classifications necessary for the maintenance of productive efficiency.

2. All wage adjustments made by the Board which may furnish the basis either to increase price ceilings or to resist otherwise justifiable reductions in price ceilings, or if no price ceilings are involved, which may increase the production costs above the level prevailing in comparable plants or establishments, shall become effective only if also approved by the Economic Stabilization Director. The Board shall cooperate with the Office of Price Administration or such other agency as the Economic Stabilization Director may designate, with a view to supplying the Economic Stabilization Director with the data necessary to judge the effect of any proposed wage adjustment on price ceilings and the levels of production costs.

(Signed) JAMES F. BYRNE.

MAY 12, 1943.



NATIONAL WAR LABOR BOARD,  
DEPARTMENT OF LABOR BUILDING,  
Washington, D. C., September 20, 1943.

The Honorable RALPH A. BARD,

*Assistant Secretary, Department of the Navy, Washington, D. C.*

MY DEAR MR. BARD: I have your letter of September 16 in which you outline your understanding of the arrangements developed by your representatives and by Mr. Carroll R. Daugherty of our staff.

Mr. Daugherty has met again with your representatives and discussed the points of your letter. Agreement was reached on all items in your letter; in fact, it is my understanding that all changes were merely matters of language clarification.

The following statements, then, set forth the provisions under which (in accordance with the terms of amended Board General Order 18, Executive Order 9828, and the Supplementary Directive of May 12) the Navy Department Agency is expected to operate with respect to wage control:

1. The Order is effective as of 27 August 1943, the date of its adoption by the National War Labor Board, and all wage actions of the Navy Department Agency prior to that date are not affected by the Order.

2. It authorizes the use of Shipbuilding Wage Agreement established rates for particular comparable established job classifications in a given local labor market area as the sole basis for wage determination for shipbuilding trades and occupations at existing and new shipbuilding naval activities in such area.

3. It authorizes the determination of rates of pay for single new job classifications other than shipbuilding under the terms of War Labor Board General Order No. 6 at naval activities where existing wage rates for existing job classifications are based upon Shipbuilding Wage Agreement rates.

4. It permits persons employed on and after 27 August 1943 in job classification ratings which were not in use at a particular activity on 27 August 1943 to continue at the rates at which employed, but no new employments may be made in such ratings until rates for such job classifications are now determined in accordance with General Order No. 18, as amended.

5. It authorizes the exercise of administrative discretion in the use of a wage bracket minimum for a particular trade or occupation when such bracket minimum is higher than the prevailing pay level for trades and occupations of similar skill at a naval activity in the labor market area.

6. It authorizes the continuance of the use of existing hourly differentials for supervisory ratings; i. e., snappers, \$0.10; leading men, \$0.25; special leading men, \$0.35; quartermen, \$0.50; and chief quartermen, \$0.75; also continuance of use of existing per diem wage rates for masters and foremen; i. e., masters, \$16 to \$22, and foremen, \$10.80 to \$18.

7. It requires discontinuance of general schedules of wages on a national or naval district basis and the establishment of schedules of wages on a local labor market area basis.

8. It requires the restriction of each naval activity to the specific schedule of wages in use on 27 August 1943, and requires compliance with the provisions of General Order No. 18, as amended, in making additions or adjustments.

9. It requires discontinuance of the Department's policy of extending Shipbuilding Wage Agreement rates fixed for one naval district area to another naval district area.

10. It requires that schedules of wages for new activities be fixed in accordance with General Order No. 18, as amended, on a local labor market area basis, except as provided in (2).

11. It requires the discontinuance of the Department's policy of establishing one job description and one salary range for a particular trade or occupation and requires job descriptions for each grade of work within a particular trade or occupation and that such descriptions be controlling in establishing rates of pay in setting up new job classification ratings.

12. The use of War Department wage brackets as the sole basis for determination of rates of wages for positions at naval activities is not authorized. Such wage brackets may be considered along with any other relevant wage data (including brackets set by the respective Regional Boards or by the Shipbuilding Commission).

Sincerely yours,

(S) GEORGE W. TAYLOR,  
*Vice Chairman.*

THE ASSISTANT SECRETARY OF THE NAVY,  
Washington 25, 25 September 1943.

From: AsstSecNav.

To: Director, Civilian Personnel.

Subj.: Establishment of a Wage Administration Branch in the Division of Personnel Supervision and Management.

1. There is hereby established in the Division of Personnel Supervision and Management, and under the general administration and supervision of the Director of Civilian Personnel, a branch to be known as the Wage Administration Branch.

2. The duties and responsibilities of this Branch shall include the following:

- (a) To have cognizance of all wage matters concerning civilian employees of the Navy Department, U. S. Marine Corps, and U. S. Coast Guard, except those whose salaries are fixed by the Classification Act of 1923, as amended; to render decisions on all wage matters in accordance with Departmental policy, General Order No. 18 of the National War Labor Board, as amended 27 August 1943, and the applicable orders of the Commissioner of Internal Revenue; to take such administrative action as is necessary to establish and adjust wages; make required reports to the National War Labor Board and the Commissioner of Internal Revenue; and maintain necessary records and files.
- (b) To act in an advisory capacity to the Assistant Secretary of the Navy and the Director of Civilian Personnel in all wage matters, including policy.
- (c) To obtain and direct such qualified personnel as will be required to take sound action in all wage matters without delay and provide for their specialized training.
- (d) To maintain close liaison on wage matters with the National War Labor Board, the Commissioner of Internal Revenue, and the War Department.
- (e) To prepare rules of procedure to govern the Wage Administration Branch and field organization.

3. All wage and salary determinations shall be approved by the Director of Civilian Personnel by direction of the Assistant Secretary of the Navy.

4. When wage matters are referred to the Navy Department, including those arising through the established grievance procedure or through direct representation by union or other representatives of civilian employees, such cases shall be heard by personnel of the Wage Administration Branch.

(S) RALPH A. BARD,

CIRCULAR LETTER

NAVY DEPARTMENT,  
Washington, 2 Nov. 1943.

To: All Naval, Marine Corps, and Coast Guard Activities Concerned.

Subj.: Procedural instructions governing the fixing of wages of trades and occupations in the field services of the Navy Department, U. S. Marine Corps, and U. S. Coast Guard within the continental limits of the United States and Alaska, except Group IVb.

Refs.: (a) ALSTACON and Alaska 252226 September 1943.

(b) Dept's circ. ltr. PS&M-1a-DEC-mf of 2 October 1943.

(c) Dept's circ. ltr. SOSED-4-CH of 8 January 1940.

1. National War Labor Board General Order No. 18, as amended, adopted 27 August 1943, delegates to the Secretary of the Navy authority to fix wages in accordance with the terms of Executive Order No. 9250, dated 3 October 1942, Executive Order 9828, dated 8 April 1943, the supplementary directive of 12 May 1943, and all General Orders and policies of the National War Labor Board announced thereunder.

2. Pursuant thereto, the Department by reference (a) revoked that part of paragraph one of the Instructions on pages 61 and 62 of the Schedule of Wages for Civil Employees in the Field Service of the Navy Department, Marine Corps, and Coast Guard, effective 18 November 1940, as amended, which applied the rates of pay established for the Navy Yards and Naval Stations to all activities thereunder and established a separate schedule of wages for each Navy Yard, Station, and activity of the field service of the Navy Department, Marine Corps, and Coast Guard, in the continental limits of the United States and Alaska, consisting of the trades and occupations and the rates of pay authorized therefor in all groups, except Group IVb, in use by each such activity on 26 August 1943. The instructions pertaining thereto in the Schedule of Wages were continued in effect. Authority was given to make appointments, reinstatements, transfers, reratings, and promotions under these separate schedules of wages, but not in any trade or occupation not actually in use at the particular activity on 26 August 1943, until rates of pay are fixed therefor by the Secretary of the Navy, in accordance with the requirements of General Order No. 18, as amended. Persons who have been employed since 26 August 1943, in trades and occupations which were not actually in use on that date were continued at the rate of pay at which now employed. The service was informed that instructions would be issued at an early date.

3. By order of the Assistant Secretary of the Navy, dated 25 September 1943, a Wage Administration Branch was established in the Division of Personnel Supervision and Management under the general administration and supervision of the Director of Civilian Personnel, the duties and responsibilities of which include the following:

- A. To have cognizance of all wage matters concerning civilian employees of the Navy Department, U. S. Marine Corps, and U. S. Coast Guard, except those whose salaries are fixed by the Classification Act of

1923, as amended; to render decisions on all wage matters, in accordance with Departmental policy, General Order No. 18 of the National War Labor Board, as amended 27 August 1943, and the applicable orders of the Commissioner of Internal Revenue; to take such administrative action as is necessary to establish and adjust wages; make required reports to the National War Labor Board and the Commissioner of Internal Revenue; and maintain necessary records and files.

- B. To act in an advisory capacity to the Assistant Secretary of the Navy and the Director of Civilian Personnel in all wage matters, including policy.
- C. To obtain and direct such qualified personnel as will be required to take sound action in all wage matters without delay and provide for their specialized training.
- D. To maintain close liaison on wage matters with the National War Labor Board, the Commissioner of Internal Revenue, and the War Department.
- E. To prepare rules of procedure to govern the Wage Administration Branch and field organization.

4. The provisions under which the Navy Department operates with respect to wage control are set forth in the National War Labor Board's letter of 20 September 1943, enclosure with reference (b).

5. In accordance with the foregoing, the following procedural instructions shall govern in fixing the wages for trades and occupations in the field services of the Navy Department, U. S. Marine Corps, and U. S. Coast Guard within the continental limits of the United States and Alaska, except Group IVb, established subsequent to 26 August 1943:

I. Submit the following information to the Director of Wage Stabilization in the Regional War Labor Board Office having jurisdiction of the locality in which the naval activity is located and request that he supply the wage bracket:

- A. Trade or occupation for which wage rate information is sought, indicating the rate which you believe should be paid (per hour, per day, per month, or per annum).
- B. Description of the content of the job, indicating the nature of the work performed and the skills, duties, and responsibilities required. (See Sec. IV.)
- C. If the job has previously been in existence at your activity, state what rates were paid and approximately when.
- D. List the jobs at your activity which are most comparable and set forth the rates of these jobs.
- E. List by name, if possible, the establishments or activities in the area utilizing a trade or occupation comparable to that for which wage rate information is desired and the rates of pay for such job.

II. Upon receipt of the wage bracket from the Regional Director of Wage Stabilization, submit to the Navy Department (Division of Personnel Supervision and Management) request for authorization for the establishment of the trade or occupation, enclosing copy of his letter, the information submitted to him under Section I, and the following:

- A. Estimated number of persons to be employed.
- B. Whether the job is new or was established between 26 August and date of receipt of reference (a).
- C. The labor market area within which the bracket is applicable. (See Sec. IV F.)

D. Pertinent information as to the availability of the labor supply in the locality and the accessibility of the activity.

III. If the Regional Director of Wage Stabilization advises that he cannot furnish a wage bracket for the trade or occupation, the activity concerned shall conduct a survey of sound and tested going rates for comparable work in the local labor market area, in accordance with instructions in Section IV, below. Upon completion of the survey, submit to the Navy Department (Division of Personnel Supervision and Management) request for authority for the establishment of the trade or occupation, enclosing all information gathered and prepared in the survey, copy of letter of the Regional Director of Wage Stabilization, copy of the information required by Section I, and the information required by Section II.

IV. The following procedural instructions shall be observed in carrying out the requirements of Section III above:

#### JOB DESCRIPTION

- A. Carefully study the job and prepare a full and clear description of the actual duties to be performed in the order of their importance or sequence of operations, whichever is appropriate.
- B. The description shall be factually correct and related entirely to the work actually to be performed (do not use any printed sample or idealistic job description). In addition to the description of the work to be performed, indicate the skills required and responsibilities. Give detailed information relating to degree of supervision and instruction received; machines or equipment used; materials worked upon; specific precision requirements; inspection of work; working conditions, including hazards; whether or not the job requires working from blueprints, sketches, and specifications and the setting up of machines or equipment; and the laying out of work.
- C. No job description should be accepted as complete until at least one responsible mechanical supervisor of the organization unit has checked its contents.
- D. Job descriptions shall be prepared by persons who possess the background of training and experience sufficient for the purpose.

#### WAGE SURVEY

- E. The wage rates established for a new position will be determined generally by the sound and tested going rates of pay being paid for comparable work within the local labor market area.
- F. A labor market area should generally be regarded as that area from which the preponderance of the labor is actually drawn. The labor market area should normally be considered a single locality, but there is no hard-and-fast rule with respect to geographical or industrial coverage. Frequently two or more closely contiguous and related localities may be one labor market area. Sometimes single isolated plants or job classifications cannot be compared occupationally with other establishments or jobs in a locality, and it will be necessary to go some distance before comparable job classifications can be found. If wage data is not available in the normal local labor market area, contact should be made with the appropriate Regional War Labor Board for authorization to extend the area as may be necessary to obtain sufficient and conclusive wage data.

- G. Representatives of the Navy Yard and Naval Station shall personally visit establishments, make diligent inquiries as to rates of pay, and determine comparability of work and the accuracy and completeness of wage data. Similarity of names shall not be considered as indicative of comparability of work performed. An adequate sample of plants and employees should be studied for the trade or occupation under consideration in the labor market area. Confidential wage data and wage data which is not specific and complete with respect to hours of labor performed and wages paid exclusive of overtime or other compensation shall not be obtained. No rate of pay shall be obtained or considered unless there are employees in private establishment actually being paid at such rate. The data must be representative of the actual wage conditions in private establishments. Notes shall be made of all collateral wage conditions necessary for the consideration of the wage data. If a specialized trade or occupation in a Navy Yard or Naval Station is not paralleled in private establishments, the representatives shall obtain and consider the best available data for related or allied work. Information will not be secured by telephone interviews or by mail.
- H. In collecting wage rates, the following guides shall be used:
1. Rates for Army establishments will be included.
  2. Rates paid by private employers will, in general, be secured from industrial companies and utilities.
  3. Rates will be secured from private establishments employing significant numbers of wage earners in the jobs surveyed.
- I. Interviewers will inform the cooperating companies that the data will be used only by the Navy Department in determining the general level of rates in the locality. The identification of rates paid by individual firms will not be made public or divulged to any agency of the Government other than the National War Labor Board.
- J. All wage rates collected will comply with the following specifications:
1. Base rates only, exclusive of overtime, shift differentials, and other bonus payments, are to be collected. [In computing base hourly rates from "take home," use the number of hours paid for, not the number of hours worked. For example, if an employee receives \$52 for 48 hours of work (of which 40 hours are paid at straight time and 8 hours at time and a half), he will be paid for 52 hours ( $40+8+4$ ).] Divide the \$52 by the 52 hours paid for to obtain the base hourly rate, \$1.
  2. Where a number of employees are working on the same job, a variety of rates may be paid. Show each rate paid and the number of employees receiving it. Be sure that the rates selected are those being paid for work comparable to that performed in the trade or occupation under consideration.
  3. In the case of piece work, average earnings per hour will be shown and identified with the symbol "P." A sufficient period of time (at least 1 month) will be covered to insure the reliability of such rates. As in J-1, above, the average earnings figure should be for straight time; in other words, time and one-half for hours over daily or weekly number of hours should not be brought into the calculation. Inquiry should be made as to whether the earnings shown on piece-work pay rolls include overtime payments.

- K. The representatives of the Navy Yard or Naval Station designated to make wage surveys must be persons of poise and maturity, fully competent to discuss intelligently all phases of the wage survey with executives of large companies. Since the cooperation of employers is voluntary, the caliber of the interviewers is of utmost importance.
- V. Upon receipt of the information required in Section III, the Department will consider a recommendation for the establishment of the additional trade or occupation and, if approved, will fix and authorize wages therefor, in accordance with the requirements of the National War Labor Board's General Order No. 18, as amended.
- VI. In the case of shipbuilding trades and occupations at naval shipbuilding activities, submit recommendation for the establishment of the trade or occupation direct to the Navy Department without reference to the Regional Director of Wage Stabilization, together with a complete description of the position and the estimated number of persons to be employed. In this connection paragraph 2 of the enclosure with reference (b) authorizes the use of shipbuilding wage agreement established rates for particular comparable established job classifications in a given local labor market area as the sole basis for wage determination for shipbuilding trades and occupations at existing and new shipbuilding naval activities in such area.
6. Further instructions in connection with wage administration will be issued as found necessary.

(S) RALPH A. BARD.

[Enclosure of Department's letter of 11-2-43]  
REGIONAL WAR LABOR BOARD OFFICES

Region	Address	Territory covered
First-----	209 Washington St., Boston, Mass.	Maine, New Hampshire, Vermont, Massachusetts, Connecticut, Rhode Island.
Second-----	220 East 42 St., New York City.	New York and northern counties of New Jersey.
Third-----	Room 428, Stephen Girard Bldg., 21 South 12th St., Philadelphia, Pa.	Pennsylvania, Delaware, Maryland, Washington, D. C., and southern counties of New Jersey.
Fourth-----	116 Candler Bldg., Atlanta, Ga.	Georgia, North Carolina, South Carolina, Florida, Tennessee, Alabama, Mississippi, and Virginia.
Fifth-----	34 floor, Guardian Bldg., 629 Euclid Ave., Cleveland, Ohio.	Ohio, West Virginia, and Kentucky.
Sixth-----	Room 553, 222 West Adams St., Chicago, Ill.	Indiana, Illinois, Wisconsin, Minnesota, North Dakota, and South Dakota.
Seventh-----	11th floor, Fidelity Bldg., 911 Walnut St., Kansas City, Mo.	Missouri, Arkansas, Nebraska, Kansas, and Iowa.
Eighth-----	9th floor, New Mercantile Bank Bldg., Dallas, Tex.	Texas, Louisiana, and Oklahoma.
Ninth-----	Room 210, Paramount Bldg., Denver, Colo.	Colorado, New Mexico, Montana, Wyoming, Utah, and Idaho.
Tenth-----	1355 Market St., San Francisco.	California, Nevada, and Arizona.
Eleventh-----	2d floor, Penobscot Bldg., Detroit, Mich.	Michigan.
Twelfth-----	2d floor, 1411 Fourth Avenue Bldg., Seattle, Wash.	Washington and Oregon.

xx

SCHEDULE OF WAGES FOR CIVIL EMPLOYEES IN THE FIELD SERVICE OF THE NAVY DEPARTMENT, THE MARINE CORPS AND THE COAST GUARD WITHIN THE CONTINENTAL LIMITS OF THE UNITED STATES

RATES OF PAY FOR CLERICAL, ADMINISTRATIVE, AND FISCAL SERVICE, CRAFTS, PROTECTIVE, AND CUSTODIAL SERVICE, PROFESSIONAL AND SCIENTIFIC SERVICE, SUBPROFESSIONAL SERVICE

Group IV b

Service and grade				Salary ranges (per annum) <sup>1</sup>									
CAF	CPC	P	SP										
---	1	---	1	\$720	\$780	\$840	\$900	\$960					
---	2	---		1,200	1,260	1,320	1,380	1,440	\$1,500	\$1,560			
1	3	---		1,260	1,320	1,380	1,440	1,500	1,560	1,620			
---		2		1,320	1,380	1,440	1,500	1,560	1,620	1,680			
2		3		1,440	1,500	1,560	1,620	1,680	1,740	1,800	1,860		
---	4	---		1,500	1,560	1,620	1,680	1,740	1,800	1,860	1,920	1,980	
---				1,620	1,680	1,740	1,800	1,860	1,920	1,980	2,040	2,100	
3	5	---		1,680	1,740	1,800	1,860	1,920	1,980	2,040	2,100	2,160	
---				1,800	1,860	1,920	1,980	2,040	2,100	2,160	2,220	2,280	
4	6	---		1,860	1,920	1,980	2,040	2,100	2,160	2,220	2,280	2,340	
---		1	6	2,000	2,100	2,200	2,300	2,400	2,500	2,600	2,700	2,800	
---	7	---		2,040	2,100	2,160	2,220	2,300	2,400	2,500	2,600	2,700	
---				2,100	2,160	2,220	2,300	2,400	2,500	2,600	2,700	2,800	
6	8	---		2,160	2,220	2,300	2,400	2,500	2,600	2,700	2,800	2,900	
---		7		2,200	2,300	2,400	2,500	2,600	2,700	2,800	2,900	3,000	
7	10	---	8	2,260	2,300	2,340	2,380	2,420	2,460	2,500	2,540	2,580	
---				2,300	2,340	2,380	2,420	2,460	2,500	2,540	2,580	2,620	
8		---		2,360	2,400	2,440	2,480	2,520	2,560	2,600	2,640	2,680	
---				2,400	2,440	2,480	2,520	2,560	2,600	2,640	2,680	2,720	
9		3		2,460	2,500	2,540	2,580	2,620	2,660	2,700	2,740	2,780	
---				2,500	2,540	2,580	2,620	2,660	2,700	2,740	2,780	2,820	
10		4		2,560	2,600	2,640	2,680	2,720	2,760	2,800	2,840	2,880	
---				2,600	2,640	2,680	2,720	2,760	2,800	2,840	2,880	2,920	
11		5		2,660	2,700	2,740	2,780	2,820	2,860	2,900	2,940	2,980	
---				2,700	2,740	2,780	2,820	2,860	2,900	2,940	2,980	3,020	
12		6		2,760	2,800	2,840	2,880	2,920	2,960	3,000	3,040	3,080	
---				2,800	2,840	2,880	2,920	2,960	3,000	3,040	3,080	3,120	
13		7		2,860	2,900	2,940	2,980	3,020	3,060	3,100	3,140	3,180	
---				2,900	2,940	2,980	3,020	3,060	3,100	3,140	3,180	3,220	
14		8		2,960	3,000	3,040	3,080	3,120	3,160	3,200	3,240	3,280	
---				3,000	3,040	3,080	3,120	3,160	3,200	3,240	3,280	3,320	
15		9		3,060	3,100	3,140	3,180	3,220	3,260	3,300	3,340	3,380	
---				3,100	3,140	3,180	3,220	3,260	3,300	3,340	3,380	3,420	
16		10		3,160	3,200	3,240	3,280	3,320	3,360	3,400	3,440	3,480	
---				3,200	3,240	3,280	3,320	3,360	3,400	3,440	3,480	3,520	
17		11		3,260	3,300	3,340	3,380	3,420	3,460	3,500	3,540	3,580	
---				3,300	3,340	3,380	3,420	3,460	3,500	3,540	3,580	3,620	
18		12		3,360	3,400	3,440	3,480	3,520	3,560	3,600	3,640	3,680	
---				3,400	3,440	3,480	3,520	3,560	3,600	3,640	3,680	3,720	
19		13		3,460	3,500	3,540	3,580	3,620	3,660	3,700	3,740	3,780	
---				3,500	3,540	3,580	3,620	3,660	3,700	3,740	3,780	3,820	
20		14		3,560	3,600	3,640	3,680	3,720	3,760	3,800	3,840	3,880	
---				3,600	3,640	3,680	3,720	3,760	3,800	3,840	3,880	3,920	
21		15		3,660	3,700	3,740	3,780	3,820	3,860	3,900	3,940	3,980	
---				3,700	3,740	3,780	3,820	3,860	3,900	3,940	3,980	4,020	
22		16		3,760	3,800	3,840	3,880	3,920	3,960	4,000	4,040	4,080	
---				3,800	3,840	3,880	3,920	3,960	4,000	4,040	4,080	4,120	
23		17		3,860	3,900	3,940	3,980	4,020	4,060	4,100	4,140	4,180	
---				3,900	3,940	3,980	4,020	4,060	4,100	4,140	4,180	4,220	
24		18		3,960	4,000	4,040	4,080	4,120	4,160	4,200	4,240	4,280	
---				4,000	4,040	4,080	4,120	4,160	4,200	4,240	4,280	4,320	
25		19		4,060	4,100	4,140	4,180	4,220	4,260	4,300	4,340	4,380	
---				4,100	4,140	4,180	4,220	4,260	4,300	4,340	4,380	4,420	
26		20		4,160	4,200	4,240	4,280	4,320	4,360	4,400	4,440	4,480	
---				4,200	4,240	4,280	4,320	4,360	4,400	4,440	4,480	4,520	
27		21		4,260	4,300	4,340	4,380	4,420	4,460	4,500	4,540	4,580	
---				4,300	4,340	4,380	4,420	4,460	4,500	4,540	4,580	4,620	
28		22		4,360	4,400	4,440	4,480	4,520	4,560	4,600	4,640	4,680	
---				4,400	4,440	4,480	4,520	4,560	4,600	4,640	4,680	4,720	
29		23		4,460	4,500	4,540	4,580	4,620	4,660	4,700	4,740	4,780	
---				4,500	4,540	4,580	4,620	4,660	4,700	4,740	4,780	4,820	
30		24		4,560	4,600	4,640	4,680	4,720	4,760	4,800	4,840	4,880	
---				4,600	4,640	4,680	4,720	4,760	4,800	4,840	4,880	4,920	
31		25		4,660	4,700	4,740	4,780	4,820	4,860	4,900	4,940	4,980	
---				4,700	4,740	4,780	4,820	4,860	4,900	4,940	4,980	5,020	
32		26		4,760	4,800	4,840	4,880	4,920	4,960	5,000	5,040	5,080	
---				4,800	4,840	4,880	4,920	4,960	5,000	5,040	5,080	5,120	
33		27		4,860	4,900	4,940	4,980	5,020	5,060	5,100	5,140	5,180	
---				4,900	4,940	4,980	5,020	5,060	5,100	5,140	5,180	5,220	
34		28		4,960	5,000	5,040	5,080	5,120	5,160	5,200	5,240	5,280	
---				5,000	5,040	5,080	5,120	5,160	5,200	5,240	5,280	5,320	
35		29		5,060	5,100	5,140	5,180	5,220	5,260	5,300	5,340	5,380	
---				5,100	5,140	5,180	5,220	5,260	5,300	5,340	5,380	5,420	
36		30		5,160	5,200	5,240	5,280	5,320	5,360	5,400	5,440	5,480	
---				5,200	5,240	5,280	5,320	5,360	5,400	5,440	5,480	5,520	
37		31		5,260	5,300	5,340	5,380	5,420	5,460	5,500	5,540	5,580	
---				5,300	5,340	5,380	5,420	5,460	5,500	5,540	5,580	5,620	
38		32		5,360	5,400	5,440	5,480	5,520	5,560	5,600	5,640	5,680	
---				5,400	5,440	5,480	5,520	5,560	5,600	5,640	5,680	5,720	
39		33		5,460	5,500	5,540	5,580	5,620	5,660	5,700	5,740	5,780	
---				5,500	5,540	5,580	5,620	5,660	5,700	5,740	5,780	5,820	
40		34		5,560	5,600	5,640	5,680	5,720	5,760	5,800	5,840	5,880	
---				5,600	5,640	5,680	5,720	5,760	5,800	5,840	5,880	5,920	
41		35		5,660	5,700	5,740	5,780	5,820	5,860	5,900	5,940	5,980	
---				5,700	5,740	5,780	5,820	5,860	5,900	5,940	5,980	6,020	
42		36		5,760	5,800	5,840	5,880	5,920	5,960	6,000	6,040	6,080	
---				5,800	5,840	5,880	5,920	5,960	6,000	6,040	6,080	6,120	
43		37		5,860	5,900	5,940	5,980	6,020	6,060	6,100	6,140	6,180	
---				5,900	5,940	5,980	6,020	6,060	6,100	6,140	6,180	6,220	
44		38		5,960	6,000	6,040	6,080	6,120	6,160	6,200	6,240	6,280	
---				6,000	6,040	6,080	6,120	6,160	6,200	6,240	6,280	6,320	
45		39		6,060	6,100	6,140	6,180	6,220	6,260	6,300	6,340	6,380	
---				6,100	6,140	6,180	6,220	6,260	6,300	6,340	6,380	6,420	
46		40		6,160	6,200	6,240	6,280	6,320	6,360	6,400	6,440	6,480	
---				6,200	6,240	6,280	6,320	6,360	6,400	6,440	6,480	6,520	
47		41		6,260	6,300	6,340	6,380	6,420	6,460	6,500	6,540	6,580	
---				6,300	6,340	6,380	6,420	6,460	6,500	6,540	6,580	6,620	
48		42		6,360	6,400	6,440	6,480	6,520	6,560	6,600	6,640	6,680	
---				6,400	6,440	6,480	6,520	6,560	6,600	6,640	6,680	6,720	
49		43		6,460	6,500	6,540	6,580	6,620	6,660	6,700	6,740	6,780	
---				6,500	6,540	6,580	6,620	6,660	6,700	6,740	6,780	6,820	
50		44		6,560	6,600	6,640	6,680	6,720	6,760	6,800	6,840	6,880	
---				6,600	6,640	6,680	6,720	6,760	6,800	6,840	6,880	6,920	
51		45		6,660	6,700	6,740	6,780	6,820	6,860	6,900	6,940	6,980	
---				6,700	6,740	6,780	6,820	6,860	6,900	6,940	6,980	7,020	
52		46											

## CLASSIFIED SERVICES, BY GRADES AND GROUPS

### CLERICAL, ADMINISTRATIVE, AND FISCAL SERVICE

The clerical, administrative, and fiscal service includes all classes of positions, the duties of which are to perform clerical, administrative, or accounting work, or any other work commonly associated with office, business, or fiscal administration.

*Grade 1 duties.*—To perform, under immediate supervision, the simplest routine office work.

*Grade 2 duties.*—To perform, under immediate supervision, assigned office work requiring training or experience but not the exercise of independent judgment.

*Grade 3 duties.*—To perform, under immediate or general supervision, assigned office work requiring training and experience and knowledge of a specialized subject matter or the exercise of independent judgment or to supervise a small section performing simple clerical operations.

*Grade 4 duties.*—To perform, under immediate or general supervision, responsible office work requiring training and experience, the exercise of independent judgment or knowledge of a specialized subject matter, or both, and an acquaintance with office procedure and practice, or to supervise a small stenographic section or a small section performing clerical operations of corresponding difficulty.

*Grade 5 duties.*—To perform, under general supervision, difficult and responsible office work requiring considerable training and experience, the exercise of independent judgment or knowledge of a specialized subject matter, or both, and a thorough knowledge of office procedure and practice, or to supervise a large stenographic section or any large section performing simple clerical operations, or to supervise a small section engaged in difficult but routine office work.

*Grade 6 duties.*—To perform, under general supervision, exceptionally difficult and responsible office work requiring extended training and experience, the exercise of independent judgment or knowledge of a specialized and complex subject matter, or both, and a thorough knowledge of office procedure and practice or to serve as the recognized authority or adviser in matters requiring long experience and exceptional knowledge of the most difficult and complicated procedure or of a very difficult and complex subject, or to supervise a large or important office organization engaged in difficult or varied work.

*Grade 7 duties.*—To perform, under general supervision, responsible office work along specialized and technical lines requiring specialized training and experience and the exercise of independent judgment, or as chief clerk to supervise the general business operations of a small, independent establishment or a minor bureau or division of an executive department, or to supervise a large or important office organization engaged in difficult and specialized work.

*Grade 8 duties.*—To perform, under general supervision, difficult and responsible office work along specialized and technical lines requiring specialized training and experience and the exercise of independent judgment, or to supervise a large or important office organization engaged in work involving specialized training on the part of the employees.

## SCHEDULE OF WAGES FOR CIVIL EMPLOYEES

*Grade 9 duties.*—To perform, under general supervision, exceptionally difficult and responsible office work along specialized and technical lines, requiring considerable specialized training and experience and the exercise of independent judgment, or as chief clerk to supervise the general business operations of a large independent establishment or a major bureau or division of an executive department, or to supervise a large or important office organization engaged in work involving technical training on the part of the employees.

*Grade 10 duties.*—To perform, under general supervision, the most difficult and responsible office work along specialized and technical lines, requiring extended training, considerable experience, and the exercise of independent judgment, or to supervise a large or important office organization engaged in work involving considerable technical training and experience on the part of the employees.

*Grade 11 duties.*—To perform the most difficult and responsible office work along specialized and technical lines, requiring extended training and experience and the exercise of independent judgment, or to supervise a large or important office organization engaged in work involving extended training and considerable experience on the part of the employees.

*Grade 12 duties.*—To perform the most difficult and responsible office work along specialized and technical lines, requiring extended training and experience, the exercise of independent judgment, and the assumption of full responsibility for results, or to supervise a large and important office organization engaged in work involving extended training and experience on the part of the employees.

*Grade 13 duties.*—To act as assistant head of a major bureau, or to act as administrative head of a major subdivision of such a bureau, or to act as head of a small bureau, in case professional or scientific training is not required, or to supervise the design and installation of office system, methods, and procedures, or to perform work of a similar importance, difficulty, and responsibility.

*Grade 14 duties.*—To act as assistant head of one of the largest and most important bureaus, or to act as head of a major bureau, in case professional or scientific training is not required, or to supervise the design of systems of accounts for use by private corporations subject to regulation by the United States, or to act as the technical consultant to a department head or a commission or board in connection with technical or fiscal matters, or to perform work of similar importance, difficulty, and responsibility.

Position title	Group	Grade
Accountant.....	Accounting, auditing, and fiscal group.	CAF 7 to 14.
Accounting clerk.....	.....do.....	CAF 3 to 6.
Addressing-machine operator.....	Office appliance group.....	CAF 1 and 2.
Addressing-machine and graphotype operator.....	.....do.....	CAF 1 to 3.
Administrative assistant.....	General group.....	CAF 7 to 9.
Administrative officer.....	.....do.....	CAF 10 to 14.
Airport traffic controller.....	Airway traffic control group.....	CAF 5 and 7.
Air traffic controller (trainee).....	.....do.....	CAF 4.
Airway traffic controller.....	.....do.....	CAF 6.
Assistant for allowances.....	Allowance group.....	CAF 8.
Assistant to contract superintendent.....	Superintendent of mechanical shops group.....	CAF 11.
Assistant for manufacturing.....	.....do.....	CAF 9.
Assistant to manufacturing officer.....	.....do.....	CAF 9.
Assistant to ordnance superintendent.....	.....do.....	CAF 11.

Position title	Group	Grade
Assistant to planning and estimating superintendent.	Superintendent of mechanical shops group.	CAF 9.
Assistant to plant superintendent.	do.	CAF 9.
Assistant for production.	do.	CAF 9 to 14.
Assistant to radio material officer.	do.	CAF 11.
Assistant to shop superintendent.	do.	CAF 9, 11, and 12.
Blueprint operator.	Office appliance group.	CAF 1 to 4.
Blueprint and photostat operator.	do.	CAF 1 to 4.
Bookkeeping - machine operator.	Office appliance group.	CAF 2 to 4.
Cable traffic supervisor.	Communications group.	CAF 8.
Calculating - machine operator.	Office appliance group.	CAF 1 to 3.
Card-punch operator.	do.	CAF 1 to 3.
Cash accounting clerk.	Accounting, auditing, and fiscal group.	CAF 1 to 6.
Cashier.	do.	CAF 7 to 10 and 12.
Censor.	Censor group.	CAF 10.
Chief of police and fire chief.	Fire chief group.	CAF 9.
Clerk.	General group.	CAF 1 to 6.
Clerk-stenographer.	Stenography, typing, and correspondence group.	CAF 2 to 6.
Clerk-typist.	do.	CAF 1 to 4.
Clothing designer.	Clothing group.	CAF 11.
Clothing inspector.	Inspection group.	CAF 4.
Correspondence clerk.	Stenography, typing, and correspondence group.	CAF 2.
Dictating machine transcriber.	do.	CAF 2 and 3.
Editor.	Editorial group.	CAF 9.
Employee counselor.	General group.	CAF 7.
Executive assistant.	do.	CAF 14.
Financial analyst.	Financial analyst group.	CAF 12.
Fingerprint analyst.	Mail, file, and record group.	CAF 4.
Fire-fighter supervisor.	Fire chief group.	CAF 8 to 11.
Fire marshal.	Fire marshal group.	CAF 8.
Fiscal accountant.	Accounting, auditing, and fiscal group.	CAF 7 to 14.
Fiscal accounting clerk.	do.	CAF 1.
Graphotype operator.	Office appliance group.	CAF 1 and 2.
Hectograph operator.	do.	CAF 1 to 6.
Industrial specialist.	Industrial specialist group.	CAF 7.
Inspector of construction.	Inspection group.	CAF 3 to 11.
Inspector of engineering materials.	do.	CAF 1 to 13.
Inspector of powder.	do.	CAF 4 to 8 and 10.
Inspector of public utilities.	do.	CAF 3 to 7.
Inspector of radio.	do.	CAF 2 to 12.
Inspector of safety.	do.	CAF 3 to 7.
Inspector of security.	Security group.	CAF 9.
Inspector of ship construction.	Inspection group.	CAF 3, 5 to 12.
Inspector of supplies and equipment.	do.	CAF 1 to 10.
Instructor (guards).	Instruction group.	CAF 7.
Instructor in inspection of engineering materials.	Inspection group.	CAF 4 to 10.
Instructor in inspection of ship construction.	do.	CAF 9.

Position title	Group	Grade
Instructor of typing and stenography.	Instruction group.	CAF 5.
Interpreter.	Translating and interpreting group.	CAF 1, 3 to 6.
Labor and material checker.	Labor and material group.	CAF 3 to 6.
Land-acquisition assistant.	Land-acquisition group.	CAF 7, 9, and 11.
Legal clerk.	Legal group.	CAF 6.
Mail, file, and record clerk.	Mail, file, and record group.	CAF 1 to 7.
Material checker.	Labor and material group.	CAF 3 and 4.
Material expeditor.	Shop progress, planning and estimating group.	CAF 7 to 9 and 11.
Mimeograph operator.	Office appliance group.	CAF 1.
Motion-picture-projection operator.	Photographic and art group.	CAF 2.
Multigraph operator.	Office appliance group.	CAF 2.
Mutlith operator.	do.	CAF 2 and 3.
Office draftsman.	Office draftsman group.	CAF 5 and 6.
Operator, miscellaneous duplicating devices.	Office appliance group.	CAF 1 to 3.
Patrol supervisor.	Patrolman supervision group.	CAF 8 to 10.
Personnel assistant.	General group.	CAF 5, 6, 7, 9, 11.
Personnel investigator.	Investigation group.	CAF 4 to 6, 8.
Photographer.	Photographic and art group.	CAF 1 to 7.
Photostat operator.	Office appliance group.	CAF 1 to 3.
Pier superintendent.	Pier superintendent group.	CAF 5, 7, 9, and 10.
Production analyst.	Production analysis group.	CAF 12.
Production coordinator.	Superintendent of mechanical shops group.	CAF 12 and 13.
Property and supply clerk.	Purchase and supply group.	CAF 1 to 6.
Property and supply officer.	do.	CAF 7 to 10.
Purchasing agent.	do.	CAF 7 to 11.
Purchasing clerk.	do.	CAF 1 to 6.
Radio operator.	Communications group.	CAF 3 and 4.
Rotaprint operator.	Office appliance group.	CAF 2.
Sanitary inspector.	Inspection group.	CAF 7.
Shop personnel supervisor.	Personnel group.	CAF 9.
Statistical clerk.	Statistical group.	CAF 2 to 6.
Statistical draftsman.	Statistical draftsman group.	CAF 4 and 5.
Stenographer.	Stenography, typing, and correspondence group.	CAF 2 to 4.
Stenographic reporter.	do.	CAF 5 to 7.
Stenographer translator.	Stenographer translator group.	CAF 4.
Storekeeper.	Purchase and supply group.	CAF 1 to 6.
Stores officer.	do.	CAF 7 to 11.
Supervisor, card-punching unit.	Office appliance group.	CAF 4 and 5.
Supervisor, duplicating section.	do.	CAF 4 to 6.
Supervisor of educational activities.	Educational supervision and administration group.	CAF 7.
Supervisor, machine-tabulation unit.	Office appliance group.	CAF 4 to 6.
Supervisory planner and estimator.	Shop progress, planning, and estimating group.	CAF 9, 11, 12, and 13.
Supervisory progressman.	do.	CAF 7 to 9, 11, and 12.
Surgical-instrument specialist.	Surgical-instrument specialist group.	CAF 12.
Tabulating equipment operator.	Office appliance group.	CAF 1 to 3.

## SCHEDULE OF WAGES FOR CIVIL EMPLOYEES

Position title	Group	Grade
Telegrapher.....	Communications group.....	CAF 3 to 5.
Telephone operator.....	do.....	CAF 1 to 6.
Teletype operator.....	do.....	CAF 2 to 4.
Timekeeper.....	General group.....	CAF 4 to 6.
Traffic clerk.....	Transportation, rate, and traffic group.....	CAF 2 to 6.
Traffic manager.....	do.....	CAF 7 to 9.
Translator.....	Translating and interpreting group.....	CAF 3 to 7.
Typist.....	Stenography, typing, and correspondence group.....	CAF 1 to 3.
Weight clerk.....	Weight group.....	CAF 1 to 7.

## SUBTITLES FOR CLERICAL, ADMINISTRATIVE, AND FISCAL POSITIONS

## GENERAL GROUP

Clerk:	Personnel assistant:
Materials.	Training.

## ACCOUNTING, AUDITING AND FISCAL GROUP

Fiscal accountant:	Accountant:
Cost	Commercial cost.

## INSPECTION GROUP

Inspector of engineering materials:	Inspector of ship construction:
Aeronautical.	Electrical.
Electrical.	Mechanical.
Mechanical.	Ordnance.
Optical.	Welding.
Ordnance.	Wood hulls.
Timber.	Inspector of supplies and equipment:
Inspector of construction:	Chinaware.
Electrical.	Clothing.
Electric welding.	Food.
Mechanical.	Packing.
	Provisions.
	Shoes.
	Textiles.

## PURCHASE AND SUPPLY GROUP

Property and supply clerk:
Automotive spares.

## PROFESSIONAL AND SCIENTIFIC SERVICE

The professional and scientific service includes all classes of positions, the duties of which are to perform routine, advisory, administrative, or research work which is based upon the established principles of a profession or science, and which requires professional, scientific, or technical training equivalent to that represented by graduation from a college or university of recognized standing.

*Grade 1 duties.*—To perform, under immediate supervision, simple and elementary work requiring professional, scientific, or technical training as herein specified but little or no experience.

*Grade 2 duties.*—To perform, under immediate or general supervision, individually or with a small number of subordinates, work requiring professional, scientific, or technical training as herein specified, previous experience, and, to a limited extent, the exercise of independent judgment.

*Grade 3 duties.*—To perform, individually or with a small number of trained assistants, under general supervision but with considerable latitude for the exercise of independent judgment, responsible work requiring extended professional scientific, or technical training and considerable previous experience.

*Grade 4 duties.*—To perform, under general supervision, difficult and responsible work requiring considerable professional, scientific, or technical training and experience, and exercise of independent judgment.

*Grade 5 duties.*—To perform, under general administrative supervision, important specialized work requiring extended professional, scientific, or technical training and experience, the exercise of independent judgment, and the assumption of responsibility for results, or for the administration of a small scientific or technical organization.

*Grade 6 duties.*—To act as assistant head of a major professional or scientific organization, or to act as administrative head of a major subdivision of such an organization, or to act as head of a small professional or scientific organization, or to serve as consulting specialist, or independently to plan, organize, and conduct investigations in original research or development work in a professional, scientific, or technical field.

*Grade 7 duties.*—To act as assistant head of one of the largest and most important professional or scientific bureaus, or to act as the scientific and administrative head of a major professional or scientific bureau, or to act as professional consultant to a department head or a commission or board dealing with professional, scientific, or technical problems, or to perform professional or scientific work of equal importance, difficulty, and responsibility.

*Grade 8 duties.*—To act as the administrative head of one of the largest and most important professional or scientific bureaus, or to perform professional or scientific work of equal importance, difficulty, and responsibility.

Position title	Group	Grade
Aeronautical engineer.....	Engineering group.....	P 1 to 7.
Airplane pilot.....	do.....	P 3.
Airship pilot.....	do.....	P 6.
Architect.....	do.....	P 1 to 5.
Architectural engineer.....	do.....	P 1 to 5.



## SCHEDULE OF WAGES FOR CIVIL EMPLOYEES

Position title	Group	Grade
Attorney.....	Legal group.....	P 4 and 5.
Bacteriologist.....	Physical science group.....	P 1 and 2.
Biologist.....	do.....	P 1 to 6.
Cadastral engineer.....	Engineering group.....	P 1 to 6.
Cartographic engineer.....	do.....	P 2 and 3.
Ceramic engineer.....	do.....	P 1 and 2.
Chemical engineer.....	do.....	P 1 to 6.
Chemist.....	Physical science group.....	P 1 to 8.
Civil engineer.....	Engineering group.....	P 1 to 6.
Communications instructor.....	Instruction group.....	P 1 to 3.
Construction engineer.....	Engineering group.....	P 2 to 6.
Electrical engineer.....	do.....	P 1 to 7.
Exhibits engineer.....	Exhibits group.....	P 2 to 4.
Ground school instructor.....	Instruction group.....	P 1 to 4.
Hydrographic engineer.....	Engineering group.....	P 2 to 4.
Industrial engineer.....	do.....	P 3 and 4.
Instructor.....	Instruction group.....	P 1 to 5.
Instructor aviation service schools.....	do.....	P 1 to 6.
Instructor Diesel service school.....	do.....	P 1 to 6.
Instructor, physical training.....	Instructor physical training group.....	P 1 to 4.
Instructor, school activities.....	Instruction group.....	P 1 to 3.
Landscape architect.....	Engineering group.....	P 1 to 3.
Librarian.....	Librarian group.....	P 1 to 4.
Marine engineer.....	Engineering group.....	P 1 to 7.
Materials engineer.....	do.....	P 1 to 6.
Mathematician.....	Physical science group.....	P 1 to 5.
Mechanical engineer.....	Engineering group.....	P 1 to 6.
Metallurgist.....	Physical science group.....	P 1 to 6.
Meteorologist.....	Meteorologist group.....	P 2.
Nautical scientist.....	Physical science group.....	P 2 to 4.
Naval architect.....	Engineering group.....	P 1 to 7.
Naval research analyst.....	Naval Research analyst group.....	P 1 and 3.
Ordnance engineer.....	Engineering group.....	P 1 to 7.
Patent advisor.....	Patent advisor group.....	P 3 to 5.
Petroleum engineer.....	Engineering group.....	P 1 to 6.
Physicist.....	Physical science group.....	P 1 to 8.
Professor.....	Professor group.....	P 3, 4, and 6.
Radio engineer.....	Engineering group.....	P 1 to 6.
Radiographer.....	Radiography group.....	P 3.
Safety engineer.....	Engineering group.....	P 2 and 3.
Sanitary engineer.....	do.....	P 1 to 4.
Scientific director.....	Scientific director group.....	P 8.
Scientific exhibits designer.....	Engineering group.....	P 4.
Statistician.....	Statistician group.....	P 1 to 3.
Structural engineer.....	Engineering group.....	P 1 to 5.
Superintendent of construction.....	do.....	P 5.
Supervisor of educational activities.....	Education group.....	P 5.
Technical editor.....	Technical editor group.....	P 3 and 4.
Technologist.....	Technology group.....	P 1 to 5.
Telephone engineer.....	Engineering group.....	P 3 and 4.
Topographic engineer.....	do.....	P 1 to 6.
Valuation engineer (real estate).....	do.....	P 2 to 4.
War game expert.....	War game group.....	P 3 and 4.
Welding engineer.....	Engineering group.....	P 1 to 6.

## SCHEDULE OF WAGES FOR CIVIL EMPLOYEES.

## SUBTITLES FOR PROFESSIONAL AND SCIENTIFIC POSITIONS

## TECHNOLOGY GROUP

Technologist:

Food.	Rubber.
Petroleum.	Textiles.
Photographic.	

## ENGINEERING GROUP

Aeronautical engineer (power plants) Diesel.

## PHYSICAL SCIENCE GROUP

Heat.  
Marine.

Mechanics.

## SUBPROFESSIONAL SERVICE

The subprofessional service includes all classes of positions, the duties of which are to perform work which is incident, subordinate, or preparatory to the work required of employees holding positions in the professional and scientific service, and which requires or involves professional, scientific, or technical training of any degree inferior to that represented by graduation from a college or university of recognized standing.

*Grade 1 duties.*—To perform, under immediate supervision, the simplest routine work in a professional, scientific, or technical organization.

*Grade 2 duties.*—To perform, under immediate supervision, assigned subordinate work of a professional, scientific, or technical character, requiring limited training or experience, but not the exercise of independent judgment.

*Grade 3 duties.*—To perform, under immediate supervision, subordinate work of a professional, scientific, or technical character, requiring considerable training or experience, but not the exercise of independent judgment.

*Grade 4 duties.*—To perform, under immediate supervision, subordinate work of a professional, scientific, or technical character, requiring considerable training or experience and, to a limited extent, the exercise of independent judgment.

*Grade 5 duties.*—To perform, under immediate or general supervision, subordinate work of a professional, scientific, or technical character, requiring a thorough knowledge of a limited field of professional, scientific, or technical work and the exercise of independent judgment, or to supervise the work of a small number of employees, performing duties of an inferior grade in the subprofessional service.

*Grade 6 duties.*—To perform, under immediate or general supervision, subordinate but difficult and responsible work of a professional, scientific, or technical character, requiring a thorough knowledge of a limited field of professional, scientific, or technical work and the exercise of independent judgment, or to supervise the work of a small number of employees holding positions in grade 5 of this service.

*Grade 7 duties.*—To perform, under general supervision, subordinate but responsible work of a professional, scientific, or technical character, requiring a working knowledge of the principles of the profession, art, or science involved and the exercise of independent judgment, or to supervise the work of a small number of employees holding positions in grade 6 of this service.

*Grade 8 duties.*—To perform, under general supervision, subordinate but difficult and responsible work of a professional, scientific, or technical character, requiring a thorough working knowledge of the principles of the profession, art, or science involved and the exercise of independent judgment, or to supervise the work of a small number of employees holding positions in grade 7 of this service.

Position title	Group	Grade
Biological aide.....	Science group.....	SP 2 to 6.
Engineering aide.....	Engineering group.....	SP 2 to 8.
Engineering draftsman.....	do.....	SP 1 to 8.
Exhibits worker.....	Exhibits group.....	SP 6 to 8.
Hospital Attendant.....	Medical and hospital group.....	SP 2.
Illustrator.....	Illustrator group.....	SP 4, 6 to 8.
Instructor aide.....	Instructor aide group.....	SP 7 and 8.
Instructor of school activities.....	Education group.....	SP 6.
Laboratory helper.....	Science group.....	SP 1 to 3.
Library assistant.....	Library group.....	SP 2 to 6.
Lithographer.....	Lithographer group.....	SP 4, 5, 7.
Medical technician general.....	Science group.....	SP 5.
Medical technician roentgenology.....	do.....	SP 4 and 5.
Museum aide.....	Museum aide group.....	SP 5.
Nurse.....	Nurse group.....	SP 4 to 6.
Occupational therapy assistant.....	Medical and hospital group.....	SP 3 and 4.
Occupational therapy pupil aide.....	do.....	SP 3 to 7.
Orthopedic aide.....	Science group.....	SP 6.
Physical science aide.....	do.....	SP 1 to 8.
Physiotherapy assistant.....	Medical and hospital group.....	SP 3.
Student aide.....	Engineering group.....	SP 3.
Student ground school instructor.....	Instruction group.....	SP 5.
Student instructor aviation service schools.....	do.....	SP 4.
Teacher of school activities.....	Education group.....	SP 4, 5, 6, and 8.
Teacher of skilled trades.....	Instruction group.....	SP 5 to 8.
Tool and gage designer.....	Tool and gage designer group.....	SP 6 to 8.
Welfare worker.....	Welfare worker group.....	SP 5.

SUBTITLES FOR SUBPROFESSIONAL POSITIONS  
SCIENCE GROUP

## Physical science aide:

Chemistry.....	Physics.....
Metallurgy.....	Refractories.....
Nautical.....	

## ENGINEERING GROUP

## Engineering draftsman:

Aeronautical.....	Piping.....
Architectural.....	Radio.....
Civil.....	Ship.....
Electrical.....	Structural.....
Marine engine and boiler.....	Topographic.....
Mechanical.....	Topographic and subsurface.....
Ordnance.....	Ventilation, ship.....
Patents.....	

## Engineering aide:

Aeronautical.....	Mechanical.....
Civil.....	Metallurgy.....
Construction.....	Nautical.....
Electrical.....	Ordnance.....
Marine.....	Radio.....
Materials.....	

# CRAFTS, PROTECTIVE, AND CUSTODIAL SERVICE

The crafts, protective, and custodial service includes all classes of positions, the duties of which are to supervise or to perform manual work involved in the custody \* \* \* and protection of public buildings, premises, and equipment, \* \* \* and the transmission of official papers.

*Grade 1 duties.*—To run errands, to check parcels, or to perform other light manual or mechanical tasks with little or no responsibility.

*Grade 2 duties.*—To handle desks, mail sacks, and other heavy objects; to operate elevators; or to perform other work of similar character.

*Grade 3 duties.*—To perform, under immediate supervision, custodial or manual office work with some degree of responsibility, such as operating paper-cutting, canceling, envelope-opening, or envelope-sealing machines; running errands and doing light manual or mechanical tasks with some responsibility; carrying important documents from one office to another; or attending the door and private office of a department head or other public officer.

*Grade 4 duties.*—To perform, under general supervision, custodial work of a responsible character, such as guarding office or storage buildings.

*Grade 5 duties.*—To supervise a small detachment of watchmen or building guards, or to perform other work of similar character.

*Grade 6 duties.*—To have general supervision over a small force of watchmen or building guards, or to have direction of a considerable detachment of such employees, or to perform other work of similar character.

*Grade 7 duties.*—To assist in the supervision of large forces of watchmen or building guards, or to have general supervision over smaller forces, or to perform other work of similar character.

*Grade 8 duties.*—To direct supervisory and office assistants, watchmen, elevator conductors, messengers, and other employees engaged in custody and protection of a small building, or to assist in the direction of such employees when engaged in similar duties in a large building, or to perform other custodial work of equal difficulty and responsibility.

*Grade 9 duties.*—To direct supervisory and office assistants, watchmen, elevator conductors, messengers, and other employees engaged in the custody and the protection of a large building, or to assist in the direction of such employees when engaged in similar duties in a group of buildings, or to perform other custodial work of equal difficulty and responsibility.

*Grade 10 duties.*—To direct supervisory and office assistants, watchmen, elevator conductors, messengers, and other employees engaged in the custody and protection of a group of buildings, or to perform other custodial work of equal difficulty and responsibility.

## SCHEDULE OF WAGES FOR CIVIL EMPLOYEES

Position title	Group	Grade
Bridge tender.....	Bridge tender group.....	CPC 6 and 7.
Custodian.....	Custodial group.....	CPC 3 and 4.
Elevator conductor.....	Elevator operation group.....	CPC 2 to 4.
Elevator dispatcher.....	do.....	CPC 5.
Fire fighter.....	Fire fighter group.....	CPC 8 to 10.
Fire marshal.....	Fire marshal group.....	CPC 7 and 10.
Freight elevator conductor.....	Elevator operation group.....	CPC 3.
Guard.....	Guard group.....	CPC 4 to 8.
Guard supervisor.....	do.....	CPC 9 and 10.
Investigator.....	Investigator group.....	CPC 4 and 9.
Master at arms.....	Guard group.....	CPC 5 to 9.
Matron.....	Matron group.....	CPC 5 and 6.
Messenger.....	Messenger group.....	CPC 1 to 4.
Motorcycle messenger.....	Motorcycle messenger group.....	CPC 3.
Motor vehicle dispatcher.....	Motor vehicle dispatcher group.....	CPC 3.
Patrolman.....	Patrolman group.....	CPC 5 to 10.

### NOTES

(a) Employees of supply departments in the "Purchase and Supply Group," engaged in storehouse work and outside work in connection with receiving and shipping are required to perform such manual labor as may be necessary in connection with the delivery or shipment of freight and supplies.

(b) Instructors and teachers in schools at the Naval Proving Ground, Dahlgren, Va., Quantico, Va., and Parris Island, S. C., shall be paid only for the months in which they work in the school year and for authorized leave of absence with pay for each of such months.

### PART-TIME EMPLOYEES, NOT INCLUDED IN FOREGOING SERVICES GROUP IVB

	Per annum
Custodian (Middle and Orchard Point, Wash.).....	\$240
Janitress (U. S. Naval Reserve Armory, New Orleans, La.), \$120 per annum and quarters, light and water, compensation having been fixed in consideration thereof.	
Custodian (Navy Radio Beam Station, Lake Butler, Fla.).....	300
Custodian (Vernal Island and Owens Reservoir, Calif.).....	360
Custodian (U. S. Naval Live Oak Reservation, Santa Rosa County, Fla.), allowed use of land in lieu of compensation.	

# UNITED STATES COAST GUARD

## CLASSIFIED SERVICES, BY GRADES

Position	Grade
Clerical, administrative, and fiscal service:	
Assistant inspector of boilers	CAF 9 to 11.
Assistant inspector (Diesel)	CAF 9.
Assistant inspector (electrical)	CAF 9.
Assistant inspector of hulls	CAF 9 to 11.
Deputy shipping commissioner	CAF 4 to 9.
Executive assistant	CAF 14.
Local inspector of boilers	CAF 10 to 12.
Local inspector of hulls	CAF 10 to 12.
Principal traveling inspector	CAF 2.
Ship personnel inspector	CAF 10 to 12.
Shipping commissioner	CAF 12.
Supervising inspector	CAF 7, 9, and 11.
Supervising navigation inspector	CAF 13.
Traveling inspector	CAF 5.
Professional and scientific service:	
Medical examiner	CAF 11.
Lighthouse engineer	P 2.
Subprofessional service	P 2, 4, and 5.
Crafts, protective and custodial service:	
Guard	CPC 5.
Head porter	CPC 4.

## PATROL FLEET

Designation	Salary range	Designation	Salary range
Master	\$3,800-\$4,800	Yeoman	\$1,620-\$1,980
Master	3,200-3,800	Cook	1,620-1,980
Master	2,900-3,500	Cook	1,080-1,500
Master	2,280-3,360	Carpenter	1,080-1,440
Master	2,280-3,600	Sailmaker	1,080-1,440
First Officer	1,740-3,000	Boatswain's Mate	1,440-1,800
Second Officer	1,800-3,000	Quartermaster	1,440-1,800
Third Officer	1,440-3,000	Oiler	1,260-1,620
Surgeon	2,000-3,000	Coxswain	1,260-1,620
Engineer	2,000-3,200	Assistant Cook	1,260-1,620
Engineer	2,160-3,000	Seaman	1,620-1,980
Engineer	2,000-2,600	Seaman	1,440-1,800
Mate	1,860-2,300	Seaman	1,080-1,380
Chief Machinist's Mate	1,860-2,300	Seaman	840-990
Chief Boatswain's Mate	1,860-2,300	Seaman	870-1,140
Steward	2,000-2,600	Fireman	

## LAMPLIGHTERS

Under authority vested in the Commissioner of Lighthouses (and by reason of the consolidation of the Lighthouse Service with the Coast Guard on July 1, 1939, under the President's Reorganization Plan II, now vested in the Commandant of the Coast Guard) by the act approved June 17, 1910 (36 Stat. 537), to prescribe regulations for the administration of the Lighthouse Service, the pay of lamplighters, not being prescribed by statute, is fixed administratively, the rates of compensation ranging from \$5 to approximately \$2,400 per annum, contingent on the number of lights attended, extent of work performed, etc., the nature of their work being such as to require only a portion of their time.

## KEEPERS

\$1,020-\$1,380	\$1,320-\$1,680	\$1,620-\$1,980	\$1,920-\$2,280
1,080-1,440	1,380-1,740	1,680-2,040	1,980-2,340
1,140-1,500	1,440-1,800	1,740-2,100	2,040-2,400
1,200-1,560	1,500-1,860	1,800-2,160	2,100-2,460
1,260-1,620	1,560-1,920	1,860-2,220	2,160-2,520

# SCHEDULE OF WAGES FOR CIVIL EMPLOYEES

## LIGHT ATTENDANTS

Salary ranges from minimum of \$1,080 to maximum of \$2,880 depending upon the number of lights attended and extent of work involved.

## PART-TIME EMPLOYEES

Laborer, unskilled	\$15.00 per month	Piney Point Light Station, Md.
Laborer, unskilled	\$15.00 per month	Cubit Gap Light Station, La.
Laborer, unskilled	\$25.00 per month	Ballast Point Light Station, Calif.
Wharf attendant	\$300.00 per annum	Washington D. C. under DOGO, 5th ND

## FULL-TIME EMPLOYEES

Laborer, unskilled	\$1500.00 per annum	Galveston Depot, Texas
Laborer, classified	\$1320.00 per annum	Charleston, S. C.

## PER DIEM EMPLOYEES

Helper—	Buoy mechanic	Foreman mechanic
Boatbuilder	Lampmaker	Foreman pipefitter
Buoy mechanic	Mechanician	
	Mechanic, maintenance	
	Radio constructor	

UNITED STATES NAVAL ACADEMY  
CIVILIAN TEACHING STAFF<sup>1</sup>  
EXCEPTED GROUP  
ACADEMIC DEPARTMENT

Year in grade	Rate of pay per annum by grade				
	Instructor	Assistant professor	Associate professor	Professor	Senior professor
First.....	\$3,200	\$3,400	\$3,800	\$4,600	\$5,600
Second.....	3,300	3,500	4,000	4,800	5,800
Third.....	3,300	3,600	4,200	5,000	6,000
Fourth.....	3,300	3,700	4,400	5,200	6,200
Fifth.....	3,300	3,800	4,600	5,400	6,400
Sixth.....	-----	3,800	4,600	5,400	6,400
Seventh.....	-----	3,800	4,600	5,400	6,400
Eighth.....	-----	3,800	4,600	5,400	6,400
Ninth.....	-----	3,800	4,600	5,400	6,400
Tenth and thereafter.....	-----	-----	4,600	5,400	6,400

Promotions to the grade of senior professor will be made from among those professors whose service is outstanding.

Promotions to the grade of professor may be made by selection from those in the grade of associate professor after completion of 8 years' service as associate professor upon recommendation of the Committee on Civilian Faculty.

Promotions to the grade of associate professor may be made by selection from those in the grade of assistant professor with not less than 6 years' service from the date of original appointment to the civilian faculty at the Naval Academy and upon recommendation of the Committee on Civilian Faculty.

Promotion to the grade of assistant professor may be made by selection from those in the grade of instructor after their second reappointment as vacancies occur and upon recommendation of the Committee on Civilian Faculty.

Total number of senior professors shall not exceed 10 percent of the entire civil faculty.

In case a head of department fails to approve the year's performance of any instructor, assistant professor, associate professor, professor, or senior professor, and he is continued on duty, his rate of pay will be the same as for his last year of approved service.

By approved service is meant that the head of department certifies on the fitness report of the individual in question that his services for that period have been satisfactory.

In the event that any civilian instructor has 2 successive years of unapproved service, unless there are sufficient mitigating circumstances, the Superintendent will recommend that his appointment be revoked.

SCHEDULE OF WAGES FOR CIVIL EMPLOYEES

DEPARTMENT OF PHYSICAL TRAINING

Year in grade	Rate of pay per annum by grade		
	Instructor	Assistant chief instructor	Chief instructor
First.....	\$3,200	\$3,400	\$3,800
Second.....	3,300	3,500	4,000
Third.....	3,300	3,600	4,200
Fourth.....	3,300	3,700	4,400
Fifth.....	3,300	3,800	4,600
Sixth.....	-----	3,800	4,600
Seventh.....	-----	3,800	4,600
Eighth.....	-----	3,800	4,600
Ninth.....	-----	3,800	4,600
Tenth and thereafter.....	-----	-----	4,600

<sup>1</sup> Compensation fixed by the Secretary of the Navy.

National War Labor Board General Order No. 18, as amended, adopted 27 August 1942, delegates to the Secretary of the Navy authority to fix rates of pay for the following services within the continental limits of the United States in accordance with the terms of Executive Order No. 9250, dated 3 October 1942, Executive Order 9228, dated 8 April 1943, the supplementary directive of 12 May 1943, and all general orders and policies of the National War Labor Board announced thereunder.<sup>1</sup>

LABORER, HELPER AND MECHANICAL SERVICE  
GROUPS I, II, AND III

GROUP I	Helper:
Attendant, building, Naval Academy.	Aircraft mechanic's—
Laborer, common.	General.
	Motor.
GROUP II	Ordnance.
Aircraft spark plug worker, female.	Propeller.
Apprentice:	
First-class.	Automotive mechanic's.
Second-class.	Aviation instrument maker's.
Third-class.	Aviation instrument mechanic's.
Fourth-class.	Blacksmith's—
Attendant:	Heavy fires.
Battery.	Other fires.
Powder factory.	Boilermaker's.
Hammer runner:	Coffee roaster's.
Heavy.	Coppersmith's.
Others.	Electrician's.

<sup>1</sup> The authority delegated to the Secretary of the Navy by National War Labor Board General Order No. 18, effective 27 August 1943, requires the fixing of separate and distinct schedules of ratings and rates of pay (other than for group IVb employees) for each and every individual field activity of the Navy, Marine Corps, and Coast Guard. Therefore, the former practice of publishing ratings and rates of pay on a naval district or geographical area basis is discontinued, and effective as of 27 August 1943, the ratings and rates of pay for each separate activity will be kept on file in the Wage Administration Branch of the Navy Department, and not published to the service. The following lists of ratings currently in use at naval activities throughout continental United States are published for information only. Departmental approval is required to establish any of these ratings, or any rating not listed herein, at appropriate rates of pay, at individual activities at which the rating at a fixed rate of pay did not exist on 26 August 1943, or which has not been authorized subsequent thereto.

## GROUP II—continued

## Helper—continued

Flange turner's.  
 Forger's heavy.  
 General.  
 Machinist's.  
 Metalsmith's.  
 Molder's.  
 Pipe fitter's.  
 Radio mechanic's.  
 Rigger's.  
 Rigger's antenna.  
 Rope maker's.  
 Sheet-metal worker's.  
 Ship fitter's.  
 Trainee.  
 Woodworker's.  
 Hod carrier.  
 Holder on.  
 Janitress.  
 Laborer, classified.  
 Mechanic learner.  
 Munitions worker, female.  
 Oiler.  
 Ordnance operative, female.  
 Ordnance worker, female.  
 Press feeder, folder, stitcher, etc. (P.S.).  
 Primer worker, female.  
 Rivet heater.  
 Sandblaster.  
 Stablekeeper.  
 Stevedore.  
 Teamster.

## GROUP III

Aircraft fabric worker.  
 Aircraft instrument mechanic.  
 Aircraft mechanic:  
 General.  
 Motor.  
 Ordnance.  
 Propeller.  
 Aircraft worker.  
 Angle smith:  
 Heavy fires.  
 Other fires.  
 Automotive mechanic.  
 Aviation instrument maker.  
 Blacksmith:  
 Heavy fires.  
 Other fires.  
 Boatbuilder.  
 Boilermaker.  
 Box maker.

Brakeman.  
 Buffer and polisher.  
 Cable splicer.  
 Calker and chipper, iron.  
 Calker, wood.  
 Cement finisher.  
 Cement worker.  
 Chain maker.  
 Chauffeur.  
 Chronometer maker.  
 Coffee roaster.  
 Conductor, railroad.  
 Cooper.  
 Coppersmith.  
 Craneman, electric, under 20 tons.  
 Crystal oscillator maker.  
 Cupola tender.  
 Dental instrument repairman.  
 Die sinker.  
 Diver.  
 Diver-inspector.  
 Dredge operator.  
 Driller.  
 Electrician.  
 Electroplater.  
 Elevator mechanic.  
 Engineman.  
 Engineman, hoisting and portable.  
 Engineman, locomotive.  
 Engineman, locomotive, electric.  
 Fireman.  
 Flange turner.  
 Forger:  
 Drop.  
 Heavy.  
 Light.  
 Foundry chipper.  
 Frame bender.  
 Furnace man:  
 Foundry.  
 Heater.  
 Heavy forge heater.  
 Other forge.  
 Galvanizer.  
 Gardener.  
 Gas cutter or burner.  
 Glass apparatus maker.  
 Heat treator, aviation.  
 Hull worker.  
 Instrument maker.  
 Joiner.  
 Ladle man, foundry.

## GROUP III—continued

Lead burner.  
 Leather worker.  
 Letterer and grainer.  
 Linoleum layer.  
 Linotype or monotype operator or compositor.  
 Locksmith.  
 Loftsmen.  
 Machine operator.  
 Machine shop precision operative, female.  
 Machinist.  
 Mason, brick or stone.  
 Mechanic, bombsight.  
 Mechanic, fire control.  
 Mechanic, salvage.  
 Melter:  
 Electric.  
 Open hearth.  
 Metallic cartridge case maker.  
 Metalsmith, aviation.  
 Millman.  
 Model maker, wood.  
 Molder.  
 Modeler, diorama.  
 Operator, air conditioning plant.  
 Operator, automotive equipment.  
 Operator, gas plant.  
 Operator, gasoline distribution system.  
 Operator, pumping plant.  
 Operator, sewage disposal plant.  
 Operator, submarine training device.  
 Operator, swimming pool.  
 Optical glass grinder and polisher.  
 Optical instrument:  
 Assembler.  
 Finisher.  
 Maker.  
 Optical parts inspector.  
 Optical polish and wax mixer.  
 Ordnanceman.  
 Packer.  
 Painter.  
 Painter, coach.  
 Painter, finish and insignia, aircraft.  
 Parachute mechanic.  
 Pattern maker.  
 Paver.

Pipe coverer and insulator.  
 Pipefitter.  
 Planner and estimator.  
 Plasterer.  
 Plastic worker.  
 Plumber.  
 Pneumatic control regulator man.  
 Precision lens, prism, and test plate maker.  
 Printer, job.  
 Progressman.  
 Puncher and shearer.  
 Radio mechanic.  
 Refrigeration and air conditioning mechanic.  
 Refrigeration mechanic.  
 Repairman, athletic equipment, Naval Academy.  
 Rib stitcher, aviation.  
 Rigger.  
 Rigger, antenna.  
 Riveter.  
 Roller, brass and copper.  
 Roofer.  
 Rope maker.  
 Sallmaker.  
 Saw filer.  
 Setter, automatic machine tool.  
 Sewer.  
 Sheet-metal worker.  
 Ship fitter.  
 Shipwright.  
 Structural iron worker.  
 Temperer.  
 Terrazzo worker.  
 Tile and plate setter.  
 Toolmaker.  
 Trackman.  
 Tree surgeon.  
 Typewriter repairman.  
 Upholsterer.  
 Watch repairer.  
 Water plant operator.  
 Water tender.  
 Welder:  
 Electric.  
 Gas.  
 Wharfbuilder.  
 Wire worker, aviation.

**SUPERVISORY MECHANICAL SERVICE  
GROUP IVA**

Master boatbuilder.	Master mechanic, forge shop.
Master boilermaker.	Master mechanic, gun shop.
Master coppersmith.	Master mechanic, gun carriage shop.
Master electrician.	Master mechanic, machine and metal working section.
Master joiner.	Master mechanic, metal working shop.
Master joiner and rigger.	Master mechanic, miscellaneous shop.
Master joiner and shipwright.	Master mechanic, naval ordnance laboratory shop.
Master molder.	Master mechanic, Naval Research Laboratory.
Master painter.	Master mechanic, optical shop.
Master patternmaker.	Master mechanic, ordnance.
Master pipefitter.	Master mechanic, pipe, copper, and plumbing shops.
Master pipefitter and coppersmith.	Master mechanic, pattern and joiner shops.
Master plumber.	Master mechanic, plating and polishing shop.
Master plumber and pipefitter.	Master mechanic, power plant.
Master rigger and laborer.	Master mechanic, power plant and maintenance department.
Master ropemaker.	Master mechanic, proof shop.
Master sail and flagmaker.	Master mechanic, public works.
Master sheet-metal worker.	Master mechanic, sheet-metal shop.
Master shipfitter.	Master mechanic, sheet-metal and structural assembly shops.
Master shipfitter and boilermaker.	Master mechanic, sight shop.
Master shipwright.	Master mechanic, subassembly shop (NAS).
Master shipwright and dockmaster.	Master mechanic, structural assembly shop.
Master woodworker.	Master mechanic, structural overhaul group.
Master machinist.	Master mechanic, tool shop.
Master machinist, electrical.	Master mechanic, torpedo tube shop.
Master machinist, inside.	Master mechanic, transportation.
Master machinist, outside.	Master mechanic, woodworking shop.
Master machinist, metal shops.	Foreman, accessories section (NAS).
Master mechanic.	Foreman, accessories and maintenance section.
Master mechanic and dockmaster.	Foreman, accessory overhaul shop (NAS).
Master mechanic, assembly and fuse shop.	Foreman, aircraft interim overhaul shop.
Master mechanic, assembly and repair shop (NAS).	Foreman, aircraft overhaul section (NAS).
Master mechanic, brass and iron foundries.	Foreman, aircraft overhaul section (NAS).
Master mechanic, breech mechanism shop.	Foreman, assembly and repair shops.
Master mechanic, broadside mount shop.	Foreman, assembly and repair shops (NAS).
Master mechanic, cartridge case shop.	
Master mechanic, covering and varnish shops.	
Master mechanic, depot of supplies.	
Master mechanic, engine manufacturing shop.	
Master mechanic, engine overhaul shop.	
Master mechanic, erecting shop.	
Master mechanic, erection and test and forge shop.	
Master mechanic, final assembly shop.	

**GROUP IVA—Continued**

Foreman, assembly and test shops (NAS).	Foreman mechanic, metalsmith shop.
Foreman blacksmith.	Foreman mechanic, naval hospital.
Foreman boatbuilder.	Foreman mechanic, power plant.
Foreman boilermaker.	Foreman mechanic, power plant and maintenance.
Foreman, buildings.	Foreman mechanic, sheet-metal and pipe shop.
Foreman, buildings and grounds.	Foreman, machine shop (NAS).
Foreman calker and chipper.	Foreman, metals and machine section (NAS).
Foreman coppersmith.	Foreman, metal shop (NAS).
Foreman, covering and paint shops.	Foreman metalsmith, aviation.
Foreman electrician.	Foreman ordnanceman.
Foreman electrician, inside.	Foreman, overhaul control shops (NAS).
Foreman electrician, outside.	Foreman molder.
Foreman, electric repair shop (Ordnance).	Foreman packer.
Foreman, engine accessories and overhaul shop (NAS).	Foreman painter.
Foreman, engine overhaul shop.	Foreman pattern maker.
Foreman, engine overhaul section (NAS).	Foreman, physical testing laboratory.
Foreman, erection and test section.	Foreman pipe fitter.
Foreman, fabric and upholstery shop.	Foreman pipe fitter and coppersmith.
Foreman, final assembly shop (NAMC).	Foreman, plant maintenance shop (NAS).
Foreman, fuel depot.	Foreman plumber.
Foreman, fuel oil depot.	Foreman plumber and pipe fitter.
Foreman, fuel plant.	Foreman, powder factory attendant.
Foreman gardener.	Foreman, power (electrical and mechanical facilities).
Foreman, grounds.	Foreman, power plant.
Foreman, grounds and roads.	Foreman, power plant, electrical.
Foreman, helium plant.	Foreman, power plant, mechanical.
Foreman, interim overhaul section (NAS).	Foreman printer.
Foreman joiner.	Foreman, public works.
Foreman joiner and shipwright.	Foreman, radio mechanic.
Foreman laborer.	Foreman, radio-radar section, Naval Air Station, Quonset Point, R. I.
Foreman locksmith.	Foreman rigger.
Foreman machinist.	Foreman rigger and laborer.
Foreman machinist, inside.	Foreman rope maker.
Foreman machinist, outside.	Foreman sailmaker.
Foreman, maintenance division.	Foreman, sheet-metal shop.
Foreman, maintenance section (NAS).	Foreman sheet-metal worker.
Foreman, marine railway and dockmaster.	Foreman ship fitter.
Foreman mechanic.	Foreman stevedore.
Foreman mechanic, accessories shop.	Foreman, structural assembly shop.
Foreman mechanic, automotive.	Foreman, structures and overhaul shops (NAS).
Foreman mechanic, construction.	Foreman tool maker.
Foreman mechanic, forge shop.	Foreman trackman.
Foreman mechanic, hangars and flight test shop.	

## GROUP IVA—Continued

Foreman, transportation.  
 Foreman, transportation and grounds.  
 Foreman welder.  
 Foremen welder, electric.  
 Foreman wharf builder.  
 Foreman woodworker.  
 Forewoman, sewer.  
 Foreman, cold-storage plant:  
   Naval Supply Depot—  
     Naval Operating Base, Norfolk  
     Oakland, Calif.  
     Seattle, Wash.  
   Marine Barracks, New River, N. C.  
 Foreman mechanic, sewage-disposal  
 plant, Marine Barracks, New River,  
 N. C.  
 Foreman mechanic, water plant, Ma-  
 rine Barracks, New River, N. C.  
 Foreman, Naval Supply Depot—  
   Clearfield, Utah.  
   Naval Operating Base, Norfolk, Va.  
   New Orleans, La.  
   Oakland, Calif.  
   San Pedro, Calif.  
 Foreman, Naval Supply Depot Annex,  
 Army Base, Norfolk, Va.  
 Foreman, Naval Supply Depot, Norfolk  
 (Cheatham Annex), Penniman, Va.  
 Foreman, heating plant, Navy Teachers  
 Training Center, Chicago, Ill.  
 Foreman, Supply Department, Naval  
 Air Station, Alameda, Calif.

Chief quartermaster, \$0.75 per hour more than the maximum pay per hour for his trade or occupation.

Quartermaster, \$0.50 per hour more than the maximum pay per hour for his trade or occupation, except that the quartermaster laborer rate shall be \$1.30 per hour at those activities where the differential of \$0.50 per hour when added to the maximum laborer rate per hour would amount to less than \$1.30.

Special leading man, \$0.35 per hour more than the maximum rate of pay for his trade or occupation.

Leadingman, \$0.25 per hour more than the maximum pay per hour for his trade or occupation, except that the leadingman laborer rate shall be \$1.10 per hour at those activities where the differential of \$0.25 per hour when added to the maximum laborer rate per hour would amount to less than \$1.10.

Snapper, \$0.10 per hour more than the maximum pay per hour for his trade or occupation.

<sup>1</sup> These ratings in group IVA are authorized only for the employees at navy yards and naval stations who directly supervise groups of planners and estimators, and progressmen, excluding supervisory planners and estimators, and supervisory progressmen in grade CAF-11 and higher grades. For other supervisory planners and estimators, and supervisory progressmen, see group IVB.

Superintendent of buildings and machinery, Naval Home, Philadelphia, Pa.

Superintendent of grounds, Naval Home, Philadelphia, Pa.

Superintendent of buildings and grounds, Naval War College, Newport, R. I.

Chief maintenance mechanic:  
 Benmoreel Housing Unit, Naval Operating Base, Norfolk, Va.

National Defense Housing Project, Orange, Tex.

National Defense Housing Unit, Newport News (NOB, Norfolk), Va.

Destroyer Base Housing Unit, San Diego, Calif.

Long Beach Housing Unit, Long Beach, Calif.

Marine Base Housing Unit, San Diego, Calif.

Chief maintenance mechanic:  
 National Defense Housing Unit, Naval Air Station, Corpus Christi, Tex.

Low-cost defense housing, project, Naval Training Station, Farragut, Idaho.

Defense Housing Project NC31032, Marine Barracks, New River, N. C.

Supervisory planner and estimator.<sup>1</sup>

Supervisory progressman.<sup>1</sup>

Apprentice supervisor.

The pay of employees in special supervisory ratings shall be based upon the maximum pay per hour of the trade or occupation of the preponderant number of employees supervised. (No reduction in pay of any employees shall result from the initial application of this sentence.)

Chief quartermaster, quartermaster, special leading man, leading man, or snapper shall be designated by his trade or occupation, such as quartermaster boatbuilder, leading-man boilermaker, snapper joiner, except where a special supervisory rating is required. The authority of the Department must be obtained in advance for the establishment of a special supervisory rating not included in the following list:

## SPECIAL SUPERVISORY RATINGS

## GROUP IVA

Chief quartermaster, public works.	Leadingman, fuel-oil station.
Quartermaster, buildings and grounds.	Leadingman, gasoline plant.
Quartermaster, fuel depot.	Leadingman, gasoline storage.
Quartermaster, fuel-oil station.	Leadingman mechanic.
Quartermaster mechanic.	Leadingman mechanic, floating Diesel transportation.
Quartermaster mechanic, power plant.	Leadingman mechanic, power plant.
Quartermaster, plating and polishing shop.	Leadingman, plating and polishing shop.
Quartermaster, public works.	Leadingman, public works.
Quartermaster, sewage-disposal plant.	Leadingman, sewage-disposal plant.
Quartermaster, sewage-disposal and water-treatment plants.	Leadingman, transportation.
Quartermaster, supply department.	Leadingman, transportation and grounds.
Quartermaster, transportation.	Snapper mechanic, power plant.
Special leadingman mechanic, floating Diesel transportation.	Snapper mechanic, floating Diesel transportation.
Leadingman, buildings and grounds.	Snapper, public works.
Leadingman, fuel depot.	

Leadingwoman, mechanic learner and helper, at the Naval Aircraft Factory, Philadelphia, Pa., \$0.10 per hour more than the maximum pay per hour for her basic helper rating.

*Naval hospitals.*—Assistant chief mechanic, head mechanic, and heads of various trades and occupations, \$0.10 per hour more than the maximum pay for their trade or occupation. Heads (except head mechanic) shall be designated according to their specific trade or rating, such as head joiner, head engineman, head laborer, etc.

## PLANNING AND ESTIMATING, AND PROGRESSING SERVICE

## GROUP III

Mechanics assigned to duty as junior planners and estimators or junior progressmen shall receive \$0.06 per hour in addition to their schedule rate of pay.

Mechanics assigned to duty as shop planners shall receive \$0.10 per hour in addition to their schedule rate of pay.



# SPECIAL SERVICES

(Clothing, Commissary, Laundry, Maritime, Naval Academy, Naval Home)

## GROUPS II, III, IV, AND EXCEPTED GROUP

### CLOTHING WORKERS' SERVICE

#### Group II

Cleaner.  
Helper, sponging machine.  
Helper, tailor's.  
Operator in training.  
Turner, garment.

#### Group III

Baster.  
Bushelman.  
Chopper.  
Clothing examiner, female.  
Cutter and marker.  
Cutter, custom.  
Cutter, special order.  
Embroideress.  
Finisher.  
Garment maker (bundle, hand).  
Operator, female.  
Operator, coat.  
Operator, cutting machine.  
Operator, sewing machine.  
Operator, sponging machine.  
Presser.  
Presser, finish.  
Presser, garment.  
Sponger, cloth.  
Spreader.  
Tailor, general.  
TICKETER.

#### Group IVa

Assistant manager, clothing and equipment factory.  
Foreman of cutting room.  
Foreman, prison tailor.

### COMMISSARY SERVICE

#### Group II

Housekeeper.<sup>1</sup>  
Kitchen attendant.  
Maid.<sup>1</sup>

Mess attendant.<sup>1</sup>  
Pantryman.<sup>2</sup>  
Waitress.  
Utility man.  
Janitor.

#### Group III

Baker.<sup>3</sup>  
Butcher.  
First cook.<sup>1</sup>  
Cook.<sup>1</sup>  
Assistant cook.<sup>1</sup>  
Ice-cream maker.  
Meat cutter.<sup>1</sup>  
Assistant meat cutter.<sup>1</sup>

#### Group IVa

Chief baker.  
Chief butcher.  
Chief cook.<sup>1</sup>  
Assistant chief cook.  
Chief mess attendant.<sup>1</sup>  
Head maid.  
Steward.<sup>1</sup>  
Assistant steward.  
Head waitress.  
Assistant head waitress.

### LAUNDRY WORKER'S SERVICE

#### Group II

Assembler.  
Checker.  
Dry tumblerman.  
Extractorman.  
Helper, laundry.  
Ironer, hand.  
Laundress.  
First laundryman.  
Laundryman.  
Laundry operator.  
Mangle hand.  
Press operator.  
Puller.

# SCHEDULE OF WAGES FOR CIVIL EMPLOYEES

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## LAUNDRY WORKER'S SERVICE—continued

### Group III

Marker and sorter.  
Washman.

### Group IVa

Laundry superintendent.  
Chief laundryman.  
Assistant chief laundryman.  
Chief laundress.  
Chief marker and sorter.  
Foreman, laundry.  
Forewoman, laundry.

### MARITIME SERVICE

#### Group II

Boatband, ferry, Naval Academy.  
Boatband, ferry.  
Deckhand.  
Deckhand, Naval Academy.  
Deckhand, New York.  
Deckhand, Naval Torpedo Station, Newport, R. I.

#### Group III

Marine engineman (hourly rate for engineman×8×261).  
Marine fireman (hourly rate for fireman×8×261).

#### Group IVa

Barge captain.  
Ferry master.  
Ferry master, Naval Air Station, Pensacola, Fla.  
Ferry master, Naval Torpedo Station, Newport, R. I.  
Ferry master, Navy Yard, N. Y.

Master, freight lighter.

Mate, Naval Air Station, Pensacola, Fla.  
Mate.

Pilot, river, Naval Proving Ground, Indian Head, Md.

Pilot, river, and tug master, Navy Yard, Philadelphia, Pa., and Navy Yard, Portsmouth, N. H.

Pilot, seagoing, and tug master.  
Tug master.

### NAVAL ACADEMY SERVICE

#### Group II

Coxswain.  
Seaman.

### NAVAL HOME SERVICE<sup>2</sup>

#### Group II

Stable keeper and driver.  
Beneficiary attendant.

#### Group III

Barber.

### Beneficiaries orderlies

(Excepted group)

Police orderly, first class.  
Police orderly, second class.  
Office orderly.  
Library orderly.  
House orderly.  
Commissary orderly.  
Laundry orderly.  
Mechanical orderly.  
Clerical orderly.  
Storekeeper's orderly.

<sup>1</sup> At naval hospitals food handlers to whom this footnote applies shall be charged for subsistence at the rate of one-third of the rate for full subsistence in return for only one meal a day. The rate for full subsistence is the complete aggregate cost of three meals a day for eleven months. No refund or credit for meals not furnished during periods of annual or sick leave shall be allowed except when an employee is hospitalized, and except during periods of terminal leave. Food handlers may elect to take and pay for full subsistence in the discretion of the commanding or other officer in charge.

<sup>2</sup> The pay of all employees at the Naval Home shall be upon a per annum or per month basis. Computation of the annual compensation of employees in ratings carried on a per hour basis shall be computed by multiplying the daily rates by 260. Ratings carried on an hourly basis shall be computed by multiplying the hourly rates by 2,080.

#### SPECIAL-DUTY SERVICE

This service includes all employees who are required to be available outside of regular working hours for—

- Fire protection.
- Police protection.
- Emergency services in connection with distribution systems, power-plant operation, and transportation systems.
- Ferry operation.
- Care of livestock.
- Care of grounds and greenhouses.
- Regular duties of trade or occupation.
- Piloting and berthing of vessels.

Wherever in any naval station the public interest requires the availability of particular employees for fire and police protection and emergencies outside of regular working hours, the regular duties of the position held by each of such employees shall be considered as including the special services to be rendered outside of regular working hours, and such employees may, in the discretion of a commandant or commanding officer, be furnished quarters, heat, light, household equipment, subsistence, and laundry service, or any one or more of these, if available, the value of which will be determined and included as a part of the total rate of compensation fixed for each of such positions.

Employees paid on a per diem or per month basis assigned to the special-duty service shall receive as compensation the regular pay of their ratings and, in addition, the value of quarters, heat, light, household equipment, subsistence, and laundry service, or any one or more of these, if available, as determined in accordance with paragraph 4 of the "Instructions."

Employees paid on a per annum basis performing special duty shall not receive any compensation for such service in addition to the per annum pay of their positions as the value of allowances furnished has been included by the Department in fixing the per annum rates for the positions except as provided below.

Under normal conditions, employees assigned to the special-duty service shall not be assigned to any duty outside of their regular 5-day, 40-hour tour of duty requiring the payment of overtime, Sunday, or holiday rates of pay. During emergencies, employees assigned to the special-duty service may, if necessary, be employed in the regular duties of their ratings the same number of days per week that the navy yard or naval station is operating, and they shall be compensated for this work in accordance with existing laws and regulations.

#### INSTRUCTIONS

The positions of masters, foremen, superintendents, chief maintenance mechanics, supervisory planners and estimators, supervisory progressmen and apprentice supervisors in group IVa, are established and filled by specific and prior approval of the Navy Department, except as provided for in the Department's circular letter PS&M-5a-GLJ of 21 April 1943. Other positions in group IVa may be

#### SCHEDULE OF WAGES FOR CIVIL EMPLOYEES

established and filled without obtaining the authority of the Navy Department, under the conditions outlined in paragraph 5 of the "Instructions."

New and additional positions in group IVb are established and filled by specific and prior approval of the Navy Department, except as provided for in the Department's circular letters PS&M-4-NGL of 18 May 1942, PS&M-4-NGL of 17 March 1943, and PS&M-4-NGL of 29 January 1943, within the maximum numerical quotas allowed under directives emanating from the Department.

No employee shall be carried in any rating shown in the "Schedule of Wages" unless he actually performs the usual and ordinary duties of the rating, except as provided in CSC Form 2009 or other specific authority of the Navy Department.

#### HOURS OF WORK

1. *Hours of work.*—(a) The workday currently effective comprises 8 hours for all employees except those whose terms of employment are on an intermittent, irregular, or part-time basis.

(b) "Workweek" is defined as the entire fixed tour of duty, including time worked and absence on leave with pay or because of a holiday for which an employee is entitled to pay, occurring within the workweek.

(c) Proper administration of certain laws, overtime laws, for example, requires that a regular workweek or tour of duty be fixed for all employees.

(d) For per diem employees the regular workweek comprises 40 hours, 8 hours per day Monday to Friday, inclusive, except that commandants and commanding officers in their discretion may establish any 5 consecutive days out of any 7 consecutive days as the workweek of an individual employee or group of employees when local conditions so justify, and may determine which 8 hours of the day an employee may be required to work.

(e) As used herein a per diem employee is one whose wages are fixed on a per hour or per day basis.

(f) For employees who are paid on a per annum or monthly basis, the regular workweek comprises 48 hours, 8 hours per day Monday to Saturday, inclusive, except for—

(1) Those employees or classes of employees who cannot be effectively employed a full 48 hours weekly.

(2) Piece-work or part-time employees paid on a per annum basis.

(3) Intermittent and irregular employees and those whose work requires them to remain at or within the confines of their posts of duty more than 40 hours per week but who are not required to devote all their time to work.

(4) Employees whose hours of work are governed by those of private establishments which they serve.

Commandants and commanding officers, in their discretion, may establish any 6 consecutive days out of any 7 consecutive days as the workweek of an individual employee or group of employees and may determine which 8 hours of the day an employee may be required or work.

(g) A per diem employee may be furloughed without pay on one or more of the 5 days of his regular workweek for a time equivalent to the number of hours he is needed for work on days outside of his regular workweek. Such action must be taken in advance and shall be regarded as a change in the regular 5-day workweek.

(h) As a general policy, when work in excess of 8 hours has been performed on one or more days of the regular workweek, a per diem employee shall not be furloughed without pay for the remainder of the workweek after having

worked or having been in a pay status for 40 hours. Such action would deprive the employee of overtime pay for that week.

(i) Necessary 24-hour service shall be maintained by staggering of shifts. Forty hours' work shall be performed by per diem employees working in shifts on 5 consecutive days of 8 hours each out of 7 consecutive days, and 48 hours' work shall be performed by per annum employees working in shifts on 6 consecutive days of 8 hours each out of 7 consecutive days.

(j) Subject to the regulations contained in paragraph 1 hereof, commandants and commanding officers shall fix the schedule of working hours. Where one shift is in operation, the daily 8-hour tour of duty shall be exclusive of a period for lunch. Where two or three shifts are in operation, the 8-hour tour of duty on any shift may include as short a period of time as practicable for lunch where the overlapping of shifts is not feasible.

(k) There are eight legal holidays per calendar year—New Year's Day, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Armistice Day, Thanksgiving Day, and Christmas Day. In normal times the Navy Department and all naval establishments are closed on these days. Employees may be required to work on holidays by order of the Secretary of the Navy. Departments and establishments may be closed on other days by order of proper authority.

(l) Per diem and piece-work employees paid on a per diem basis are entitled to their regular pay for a holiday falling within their regular workweek if relieved or prevented from working solely because of the occurrence of the holiday.

(m) Per annum employees who receive pay for every day in the year and who consequently are regarded as being available for work every day in the year, are entitled to their regular pay for a holiday whether or not work is performed.

(n) For holidays or days on which the department and establishments, or on which one or more establishments, may be closed by proper order, per diem and piece-work employees paid on a per diem basis are entitled to their regular rate of pay when said day or days fall within their regular workweek, but only if relieved or prevented from working solely because of the occurrence of the day or days. Per annum employees are entitled to their regular rate of pay on such days.

(o) The Saturday half-holiday law of March 3, 1931 (46 Stat. 1482), has been suspended by the War Overtime Pay Act of 1943.

(p) For regulations regarding the payment of overtime on holidays, see paragraphs 2 and 3.

#### OVERTIME, SUNDAY, AND HOLIDAY PAY

2. *Per diem and piece-work employees.*—(a) Authority for overtime pay is contained in section 23 of the act of March 28, 1934, which provides that the regular hours of labor shall not be more than 40 per week and that all overtime shall be compensated for at the rate of not less than time and one-half. As used in paragraph 2, "overtime pay" means pay for time during which an employee is engaged in "labor" in excess of 40 hours per week.

(b) For labor in excess of 40 hours per week, performed under proper authority, the schedule rate of pay plus 50 per cent additional shall be allowed, except that an employee on regular day shift who is required to work any of the time between 6 p. m. and 7 a. m. shall not receive the extra pay for night work in addition to overtime pay.

(c) Overtime is computed on a weekly, not a daily basis. For definition of "week," see paragraph 1 (b).

(d) The terms "Sunday pay" and "holiday pay," as used in paragraph 2 hereof, have no relation to overtime pay but are separate and distinct from overtime pay.

(e) For work on Sundays within an employee's regular workweek, the schedule rate of pay only is allowed.

(f) For work on any day declared a holiday by Federal statute or Executive order, or on any day during which the departments and establishments of the Government are closed by Executive order, within the employee's regular tour of duty, the schedule rate of pay only shall be allowed.

(g) Whenever an employee is relieved or prevented from working solely because of the occurrence of any day declared a holiday by Federal statute or Executive order, or on any day during which the departments and establishments of the Government are closed by Executive order, he shall receive the same pay for such days as for other days during his workweek on which work is performed.

(h) An employee is not entitled to pay for a holiday falling outside his regular workweek unless, by proper authority, labor is performed on such holiday.

(i) Work performed between midnight Saturday and midnight Sunday shall be computed as *Sunday work* and paid for at Sunday rates, when not a part of the employee's regular workweek.

(j) For Sunday work not exceeding 8 hours, when not a part of the employee's regular workweek, performed under proper authority, the schedule rate of pay plus 50 percent additional shall be allowed.

(k) For work on any day declared a holiday by Federal statute or Executive order, or on any day on which the departments and establishments of the Government are closed by Executive order, not exceeding 8 hours, when not a part of the employee's regular tour of duty, performed under proper authority, the schedule rate of pay plus 50 percent additional shall be allowed.

(l) For work in excess of 8 hours on Sunday or on any day declared a holiday by Federal statute or Executive order, or on any day on which the departments and establishments of the Government are closed by Executive order, when such days are not a part of the employee's regular tour of duty, performed by reason of an *extraordinary emergency*, 50 percent additional to the Sunday or holiday rate of pay, or 125 percent additional to the schedule rate of pay, shall be allowed.

(m) An employee whose 40-hour tour of duty requires that he work on a holiday or closed day in order to maintain service, e. g., a power-plant employee, is entitled to his regular pay only. If relieved or prevented from working on such day or part thereof solely because of its occurrence, he is entitled to his regular pay only.

(n) An employee in a travel status, within his regular workweek, not actually engaged in labor while en route from his duty station to the point of destination and return to duty station, shall be paid at the schedule rate of pay for not to exceed 8 hours in any one calendar day, and in the computation of overtime pay such travel time shall be included as a part of the 40-hour workweek. For travel time outside the regular workweek an employee is entitled to overtime pay, provided he is actually engaged in labor, for example, driving a truck.

(o) *Additional pay (paragraphs 6 to 29—when to include in the computation of overtime pay).*—Per diem employees in an "employed at" status, e. g., ordnancemen, paragraph 23 (a), or in an "assigned to" status, e. g., chainmakers, paragraph 8, are entitled to receive overtime compensation based on their schedule rate of pay plus the additional pay allowed. Per diem employees receiving additional pay "while actually engaged in" or "while detailed to" certain duties, are entitled to receive overtime compensation based on their schedule rate of pay only, the additional pay being added after the overtime is computed.

(p) Retroactive substitution of leave with pay for *leave without pay* does not change the status of service already rendered from regular time to overtime so as to authorize payment of an additional amount of compensation. Retroactive substitution of leave with pay for *leave without pay* may be made only in accordance with section 13 and section 17 respectively of the annual leave and sick leave regulations.

3. *Annual and monthly employees.*—(a) Such employees are not entitled to the *Sunday pay* or *holiday pay* as contained in paragraphs 2 (d), (i), (j), (k), and (l). In the absence of express statutory authority, such employees are not entitled to receive overtime pay or additional pay. The only authority currently effective for the payment of overtime compensation, additional compensation, or additional overtime compensation to these classes of employees is that contained in the War Overtime Pay Act of 1943, approved 7 May 1943 (Public, No. 49, 78th Cong. 1st sess.), effective 1 May, 1943.

(b) Terms defined, as used in the War Overtime Pay Act of 1943: Overtime compensation is compensation, over and above earned basic compensation, earned by a 48-hour-week employee for *employment* in excess of 40 hours per week. Additional compensation is compensation, over and above earned basic compensation, paid in lieu of overtime compensation, to an employee who under the terms of the act is not entitled to overtime compensation. Additional overtime compensation is compensation paid for *work* ordered and approved by competent authority, in excess of the regularly established workweek of 40 hours or 48 hours, as the case may be. Earned basic compensation is the amount of salary actually earned, exclusive of overtime or additional compensation.

(c) Employees on a regularly established 48-hour workweek shall be paid overtime compensation or additional compensation for employment in excess of 40 hours during the regular 48-hour workweek. For definition of "workweek," see paragraph 1 (b).

(d) Employees on a regularly established 48-hour workweek whose earned basic compensation rates are between \$1,200 and \$1,384 per annum, inclusive, shall be allowed additional compensation, in lieu of overtime compensation, for employment in excess of 40 hours during the regular 48-hour workweek at the rate of \$300 per annum.

(e) Employees on a 48-hour workweek whose earned basic compensation rates are less than \$1,200 per annum shall be allowed additional compensation in lieu of overtime compensation for employment in excess of 40 hours during the regular 48-hour workweek, at the rate of 25 percent of earned basic compensation, for each pay period.

(f) Employees on a 48-hour workweek shall be paid additional overtime compensation for work actually performed, ordered, and approved by competent authority, in excess of 8 hours per day or in excess of 6 days of 8 hours each per week. Those employees whose earned basic compensation rates are in excess of \$1,384 per annum shall be paid additional overtime compensation for such work at the rate of  $1\frac{1}{2}$  times one three hundred and sixtieth of the earned basic compensation, subject to the limitations in subparagraph (j). Commandants and commanding officers may order and approve overtime work in excess of the established 48- and 40-hour workweeks. Such officers, in their discretion, may elect to grant full-time per annum employees compensatory time off from duty without loss of pay in lieu of overtime compensation for work in excess of 48 hours in any week. The election to grant compensatory time off in lieu of the payment of overtime is vested in administrative officials and not in the employee affected and must be exercised within 90 days after the performance of the excess overtime work.

(g) Employees on a 48-hour workweek whose earned basic compensation rates are \$1,384 per annum or less shall be paid additional overtime compensation for work actually performed, ordered, and approved by competent authority, in excess of 8 hours per day or 6 days of 8 hours each per week. However, when the total overtime earnings for employment and work in excess of 40 hours per week, computed in the same manner as for those employees whose earned basic compensation rates are in excess of \$1,384 per annum, exceeds the rate of \$300 per annum, or 25 percent as indicated in subparagraphs (d) and (e), they shall be paid the higher amount. For example, a 48-hour-workweek employee whose earned basic compensation is \$1,280 per annum receives, for employment in excess of 40 hours during the 48-hour workweek, additional compensation at the rate of \$300 per annum, or \$12.50 per pay period, which amount is more than the prorated overtime compensation per pay period (\$11.37) calculated at  $1\frac{1}{2}$  times the earned basic compensation rate of \$1,200 per annum. (See method of calculating overtime compensation, subpar. (k)). If such employee actually works 8 hours additional overtime during a pay period for example, he would earn, in addition to his earned basic compensation for the pay period, a total of \$16.62 (\$11.37 prorated overtime plus \$5.25 additional overtime). This amount should be paid the employee for the pay period, since it is in excess of a rate of \$300 per annum (\$12.50 per day period).

(h) Additional overtime compensation shall be paid for work actually performed, ordered, and approved by competent authority, in excess of 8 hours per day or in excess of 6 days of 8 hours each per week. For example, an employee who leaves the service at the close of the fourth day of a pay period, and who performed 11 hours' work on 1 of the 4 days, by direction of competent authority, is entitled to receive his regular earned basic compensation for the 4 days, plus prorated overtime or additional compensation for the 4 days, plus additional overtime compensation for 3 hours.

(i) Employees whose regular workweek has been officially established as 40 hours, shall receive additional compensation at the rate of \$300 per annum, or at the rate of 25 percent of earned basic compensation, whichever is the less. If such employees actually work in excess of 40 hours per week by order of competent authority, they shall be paid overtime compensation for such work, calculated as indicated in subparagraph (f), provided such overtime compensation for a pay period is in excess of additional compensation at the rate of \$300 per annum, or 25 percent of earned basic compensation. They shall not receive both additional compensation and overtime compensation for the same pay period.

(j) Overtime compensation, or additional compensation, or additional overtime compensation shall be paid only on the first \$2,900 of the per annum earned basic compensation.

(k) Overtime compensation or additional compensation for employees on a regular workweek of 48 hours shall be calculated on an annual basis and paid in equal prorated amounts on each semimonthly pay period. The annual rate of overtime is obtained by multiplying one three hundred sixtieth of the annual earned basic compensation by  $1\frac{1}{2}$  and the resulting product by 52 (the number of regular overtime days in the year). The semimonthly pay period installment is one twenty-fourth of the resulting amount. The prorated daily overtime compensation is one-fifteenth of the semimonthly amount.

(l) Additional compensation at the rate of \$300 per annum, or at the rate of 25 percent of earned basic compensation or at the rate of 15 percent of earned basic compensation is likewise prorated over the 24 pay periods, and the amount for 1 day is one fifteenth of the pay-period amount.

(m) For absence without pay, employees paid on an annual or monthly basis shall suffer a deduction of one three-hundred-sixtieth of their earned basic compensation, plus one-fifteenth of their prorated overtime compensation for a pay period, or one-fifteenth of their prorated additional compensation for a pay period, for each day of absence in a without-pay status (3 days for 28 February and 1 day for both the 30th and 31st days of any 31-day month).

(n) Additional overtime compensation for 1 day is  $1\frac{1}{2}$  times one three-hundred-sixtieth of an employee's earned basic compensation, and for 1 hour it is one-eighth of the resulting amount.

(o) In the event the earned basic compensation rate is changed during a pay period, the prorated overtime compensation rate or additional compensation rate shall be changed to correspond thereto. Additional overtime compensation during any such pay period shall be paid on the basis of the earned basic compensation rate received on the day or days the additional overtime is performed.

(p) Periods of less than 15 minutes shall be disregarded in computing additional overtime compensation.

(q) Overtime compensation, additional compensation, or additional overtime compensation are not subject to deductions for retirement purposes but are subject to Federal tax deductions.

(r) Employees whose compensation is based on a piece-work or part-time basis are not entitled to overtime compensation but shall be paid additional compensation at the rate of 15 percent of the earned basic compensation for each pay period, within the limitations stated in subparagraph (j).

(s) Intermittent and irregular employees and employees whose work requires them to remain at or within the confines of their posts of duty more than 40 hours per week—for example, fire fighters on duty 24 hours and off duty 24 hours, shall be paid additional compensation in lieu of overtime compensation at the rate of \$300 per annum if their earned basic compensation is at a rate less than \$2,000 per annum, or 15 percent of so much of their earned basic compensation as is not in excess of a rate of \$2,500 per annum, if their earned basic compensation is at a rate of \$2,000 per annum or more. The additional compensation paid during any pay period shall not exceed 25 percent of the earned basic compensation for the pay period.

(t) Employees whose hours of work are governed by those of private establishments which they serve and for whom on this account overtime work schedules are not feasible, shall be paid additional compensation as outlined in subparagraph (s), but only upon approval of the Civil Service Commission. Such cases shall be reported to the Department, with appropriate recommendation for authority to pay the additional compensation, and the Department will then take the question up with the Civil Service Commission and notify commandants or commanding officers of the results.

(u) The overtime compensation or additional compensation provided for in Public Law 49 shall not be paid to (1) employees in Alaska and outside the continental limits of the United States whose wages are fixed in accordance with prevailing native and alien wage rates; (2) employees whose wages are fixed on a daily or hourly basis and adjusted from time to time in accordance with prevailing rates by wage boards or similar administrative authority serving the same purpose. (See par. 2 for overtime regulations regarding this latter group.)

(v) Time in travel status between permanent or temporary duty station is not considered as work beyond the regular daily or weekly tour of duty, and additional overtime compensation will not be paid for any part of such travel time as is in excess of the daily or weekly established tour of duty or workweek.

#### QUARTERS AND OTHER ALLOWANCES

##### 4. Quarters, heat, light, household equipment, subsistence, and laundry service.—

(a) All allowances in the form of quarters, heat, light, household equipment, subsistence, and laundry service, or any one or more of these, either to employees in the special-duty service or to employees whose rates of compensation have been fixed in consideration of their receiving certain allowances, will be appraised annually by a board of three officers; or, if such number of officers be not available, by one or two officers. The appraised value shall be adjusted, in the case of employees paid weekly and semi-monthly, to the nearest multiple of 52 and 24, respectively, in order that accounting therefor shall accord with weekly and semi-monthly payments of salary. Such appraisal shall be approved by the commandant or commanding officer, except in the case of subsistence at naval hospitals, the appraisal value of which has been determined and fixed by the Bureau of Medicine and Surgery, Navy Department.

(b) The basis for computing the rate of rental to be charged Government employees furnished quarters by the Government is not the original investment of the Government in the building occupied by the employees, nor necessarily the present investment of the Government in the building, but the reasonable value of the quarters to the employees during the particular period and in the particular locality where situated. Consideration should be given to what amount the employee would be relieved from paying if private quarters equally suitable to his needs had been rented; likewise, as regards heat, light, household equipment, subsistence, and laundry service.

(c) There shall be filed with the disbursing officer of the navy yard or naval station, to be forwarded to the General Accounting Office with the pay rolls for the first pay period in each calendar year, a certificate by the commandant or commanding officer showing the name of the employee, his rating, the special duty performed in the case of an employee assigned to the special-duty service, the money compensation of the position, the value of each allowance furnished in kind, and the total compensation of the position.

(d) Any subsequent change during the year shall be evidenced by a supplemental certificate showing specifically the change from the original certificate.

(e) The allowance of quarters, heat, light, household equipment, subsistence, and/or laundry service shall be contingent upon their availability; and where not furnished in kind, no right to commutation therefor shall accrue, except as provided in the following subparagraph.

(Note: See also "Special-Duty Service.")

#### COMPLEMENT OF SUPERVISORS

5. Complement of supervisors.—(a) The total number of supervisors (group IVa) in any navy yard or naval station as a whole shall not exceed one-twelfth of the number of mechanics (group III). The one-twelfth quota of supervisors allowed is intended to provide necessary supervision and leadership for all employees in groups I, II, and III, except laborers not apportioned to groups legitimately supervised by mechanics. To provide supervision for such groups of laborers, snappers, leading men, and quartermen laborers are excluded from the one-twelfth quota of supervisors and may be appointed to these positions by the commandant or commanding officer in accordance with existing regulations, to meet the exigencies of the service as they occur.

(b) Where the force of mechanics (group III) in any shop is in excess of 250, a chief quarterman may be employed from the most applicable trade for general supervision of such employees, if necessitated by the needs of supervision. Additional chief quartermen may be employed in the ratio of not

more than 1 chief quartermaster for each additional 200 mechanics (group III). Chief quartermasters shall be appointed from among employees holding the rating of quartermaster through noncompetitive examination by the labor board. There shall not be more than one quartermaster to 24 mechanics (group III). Should it be necessary to organize gangs of 12 or more mechanics, a leading man may be appointed to supervise such gangs. Direct labor may also be required of the leading man of such gangs when composed of less than 12 mechanics. Leading men who supervise group III employees and who have demonstrated a high degree of executive ability or whose supervisory assignments generally involve more difficult or responsible work may be rated without change in duties as special leading men. Such appointments will be made on recommendation of the master mechanic and approval of the commandant or commanding officer. The total number of special leading men in the yard or station as a whole shall not exceed 30 percent of the total number of leading men and special leading men. A quartermaster laborer must have not less than 24 laborers under his supervision, and a leading man laborer having less than 12 laborers under his supervision may be required to assist with the direct labor of his gang. Where leadership is necessary, and there are not a sufficient number of mechanics (group III) to warrant the appointment of a leading man, a snapper may be appointed. Snappers should be employed to the fullest extent possible. Snappers shall be included in the one-twelfth quota of supervisors. They shall be appointed from registers of leading men maintained by the labor board when available. Direct labor shall be required of snappers.

(c) Whenever increased supervision is advantageous, group II employees (except laborers) may be included in meeting the force requirements for supervisors. This authority is an exception to the one-twelfth quota and the force requirements for supervisors prescribed above.

(d) Additional supervisory force allowed over powder-factory attendants at the Naval Powder Factory, Indian Head, Md., and battery attendants at the Naval Proving Ground, Dahlgren, Va., shall be based on one-twelfth of the total number of employees in these two particular ratings.

(e) Snappers, leading men, special leading men, quartermasters, and chief quartermasters shall not be allowed at naval hospitals.

(f) This paragraph applies to the Naval Aircraft Factory, Philadelphia, Pa., separately, as distinguished from the industrial activities of the navy yard.

#### ADDITIONAL PAY

6. Additional pay, other than that provided in this Schedule of Wages, is not authorized. Employees "assigned to duty" for which additional pay is provided herein shall receive the additional pay for the duration of the assignment, including periods of leave of absence with pay and days declared holidays by Federal statute or Executive order, or any day on which the departments and establishments of the Government are closed by Executive order. Employees receiving additional pay "while actually engaged" upon work for which additional pay is provided herein are not entitled to such additional pay during periods of leave of absence with pay and on the days above referred to.

7. *Air pressure, work under.*—Per diem employees of the Puget Sound Navy Yard shall receive 40 percent additional to schedule rates of pay while actually engaged upon work under air pressure, including time in the decompression chamber and the time of preparation for work and of cleaning up thereafter.

8. *Chain making.*—Helpers, blacksmiths' (heavy fires), assigned to duty as chain makers, shall be allowed the schedule rate of pay therefor in lieu of their schedule rate of pay, without change of rating through the labor board, when such procedure is deemed advantageous or desirable.

9. *Cranemen.*—Cranemen, electric, while actually engaged in operating cranes of capacity listed below, which shall include the necessary work of preparing for use of placing apparatus in proper condition after use, the time of the crane man awaiting call or signal for the use of apparatus subsequent to reporting and putting apparatus in a state of readiness for work, as well as any work that the employee may be required to do in his capacity as crane man in connection with the overhaul and repair of the crane, shall receive an additional allowance per hour above the schedule rate of pay as follows:

	Per hour
Cranes, all types, 100 tons and over.....	\$0.30
Cranes, all types, 20 tons or more, and less than 100 tons.....	.18
Floating cranes and derricks, and traveling type hammerhead, gentry, and cantilever cranes, under 20 tons.....	.12
Cantilever and hammerhead cranes, fixed type, under 20 tons.....	.06
Cranes under 20 tons handling molten metal.....	.06

10. *Dirty work.*—(a) Per diem employees while actually engaged in dirty work shall be allowed \$0.06 per hour in addition to their schedule rate of pay. Dirty work is hereby defined as work in confined spaces afloat or ashore, such as fuel-oil tanks whose surfaces are coated with fuel oil, dirty double bottoms, dirty bilges, grease-coated ballast tanks, dirty or greasy blisters, dirty sewage tanks and sumps, and other confined spaces of similar character as regards filth.

(b) Excessive dirt, dust, or fumes created by working in otherwise clean confined spaces, such as that incident to removing paint, bitumastic composition or cement wash, or that incident to the application of bitumastic compositions shall be considered as justifying the extra pay. The filthiness must be greater than the dirtiness that is unavoidable in many shipyard activities, or must subject the employee to soil or damage to body or clothing over and above that normally to be expected in his rated occupation. Such confined spaces shall be provided with such mechanical ventilation as may be necessary to insure that the air is fit to breathe and is nonexplosive. Employees while actually engaged in pickling or cleaning where strong solutions are used and working conditions are poor shall also receive the additional pay.

(c) Laborers and helpers at the Puget Sound Navy Yard while actually engaged in cleaning fuel-oil, Diesel-oil, and gasoline tanks shall be allowed \$0.13 per hour in addition to their schedule rate of pay.

(d) The extra compensation of \$0.06 per hour for dirty work is authorized for—

- (1) Paint spraying of interior compartments.
- (2) Paint spraying of structural plates and shapes following their pickling.
- (3) The application of hot beeswax and grease to aircraft material where this work has to be done in an enclosed space heated to about 90° F. and requires the operator to wear a forced air feed mask.
- (4) Cleaning of large gasoline storage tanks that have contained "leaded" gasoline.
- (5) Cleaning and stripping airplane parts where employees suffer from the use of acid, toxic or caustic solutions,

provided that in all of the above operations the employees are actually subjected to soil or damage to body or clothing over and above that to be expected in their rated occupations.

11. *Diving.*—Employees shall be paid at the rate of pay indicated in the Schedule of Wages for diver only while actually engaged in diving work, including time of preparation therefor and cleaning up thereafter.

12. *Engineman.*—(a) Enginemen while actually engaged in operating excavators, gasoline-engine drive, or steam shovels shall receive \$0.18 per hour in addition to their schedule rate of pay for engineman.

(b) Enginemen while actually engaged in operating floating derricks of 100 tons and over, which shall include the necessary work of preparing for use and placing apparatus in proper condition after use, the time of the engineman awaiting call or signal for the use of apparatus subsequent to reporting and putting apparatus in a state of readiness for work, as well as any work that the employee may be required to do in his capacity as engineman, in connection with the overhaul and repair of the floating derrick, shall receive \$0.06 per hour in addition to their schedule rate of pay.

13. *Flying.*—Per diem employees detailed to flying in connection with testing apparatus or appliances on aircraft or testing out aircraft shall be allowed 50 percent additional to their schedule rate of pay for the day they fly and shall fly only on the approval of the commandant or other officer in charge. No employee shall fly without such authority, secured in advance for each flight. Duty on board aircraft at mast is not flying duty.

14. *Forging.*—(a) Employees while actually engaged in forging material 4 inches or over and less than 6 inches, square or round, weighing 100 pounds and less than 500 pounds, shall receive the blacksmith, heavy fires, schedule rate of pay. While actually engaged in forging material 4 inches or over and less than 6 inches, square or round, weighing over 500 pounds, they shall receive the light-forging schedule rate of pay. While actually engaged in forging material 6 inches or larger, square or round, weighing over 100 pounds and less than 500 pounds, they shall receive the light-forging schedule rate of pay. While actually engaged in forging material 6 inches or larger, square or round, weighing 500 pounds or over, they shall be paid the heavy-forging schedule rate of pay. Illustration:

Pay table

Weight	Size		
	Under 4 inches	4 inches or more and less than 6 inches	6 inches or larger
Under 100 pounds . . .	Blacksmith, other fires . . .	Blacksmith, other fires . . .	Blacksmith, other fires . . .
100 and less than 500 . . .	Blacksmith, heavy fires . . .	Blacksmith, heavy fires . . .	Blacksmith, heavy fires . . .
500 or over . . .	Forger, light . . .	Forger, light . . .	Forger, light . . .

(b) Furnacemen, helpers, and hammer runners, while actually engaged in work on the classes of heavy forging work stated in the foregoing subparagraph, shall receive the scheduled rate of pay for helpers, blacksmiths' heavy fires; helpers, heavy forgers'; hammer runners, heavy; or furnacemen, heavy forge, heater, as the case may be.

15. *Gyrocompass repairing.*—Mechanics while actually engaged in the work of repair and adjustment of gyrocompasses shall be allowed \$0.06 per hour in addition to their schedule rate of pay.

16. *Instructors.*—Group III employees assigned full time as instructors shall receive additional compensation at the rate of \$0.06 per hour more than the maximum rate of pay for their trade; those assigned as part-time instructors shall receive such additional compensation only while actually engaged as instructors, under the following conditions:

(a) In the apprentice schools as instructors or while assisting the supervisor of apprentices in the administration of the school.

(b) As shop instructors with direct supervision of 12 or more apprentices.  
(c) As instructors while actually working at their trades and engaged in the intensive training of 5 or more group II or III employees.

(d) As instructors of other duly authorized in service training classes of any group of employees.

(e) Female helpers, group II, at the Naval Aircraft Factory, Philadelphia, Pa., who are assigned full time as instructors of mechanic learners and helpers, shall receive \$0.06 per hour more than the maximum rate of pay for their basic helper ratings.

Group IVa and IVb employees shall not receive additional compensation for their services as instructors.

17. *Laying out.*—Layers-out, while actually engaged on such work, shall be allowed \$0.06 per hour in addition to their schedule rate of pay. Layers-out are mechanics who lay out work direct from drawings for other men to machine. This does not apply to mechanics whose use of drawings is limited to the laying out of their own work or some portion of it from drawings and does not apply to employees whose scheduled rate of pay is fixed in consideration of the character of work they perform.

18. *Lead aside.*—Per diem employees detailed to handling or working with lead aside under such conditions as to expose them to danger shall receive \$0.06 per hour in addition to their schedule rate of pay for the entire day on which so exposed.

19. *Lead burning.*—Mechanics, while actually engaged upon lead-burning work, including time of preparation therefor and cleaning up thereafter, shall receive \$0.12 per hour in addition to their schedule rate of pay.

20. *Loftsman.*—Mechanics assigned to duty as loftsman shall be allowed the schedule rate of pay therefor in lieu of the schedule rate of pay for their trade without change of rating through the labor board, when such procedure is deemed advantageous or desirable.

21. *Machinist.*—(a) Machinists at the Navy Yard, Washington, D. C., when assigned to the duty of operating power tools and performing such machine work as may be necessary in connection with loaded items of fuzes, pyrotechnics, and other ammunition, in the Experimental Ammunition Building, shall receive \$0.06 per hour in addition to their schedule rate of pay.

(b) Machinists assigned to duty or while actually engaged as tool makers in the tool shop at the Washington Navy Yard shall receive the corresponding tool-maker schedule rate of pay while so assigned or while actually engaged. Such assignments or "while actually engaged" periods shall be confined to intermittent occasions when the urgency or limited duration of the work involved justifies this procedure.

(c) Machinists assigned to duty or while actually engaged as instrument makers at the Washington Navy Yard shall be allowed the corresponding instrument-maker schedule rate of pay, while so assigned or while actually engaged, without change of rating through the labor board. Such assignments or while-actually-engaged periods shall be confined to intermittent occasions when the urgency or limited duration of the work involved justifies this procedure.

(d) Machinists at the New York Navy Yard assigned to perform inspection work in the machine shop, inside, consisting of the inspection of valves, fittings, machine parts, parts of main propelling units, Diesel-engine parts before and during the erection of units, and the check-up of all major parts after shop tests on each engine as to their agreement with plans and specifications, and inspection work of a similar character requiring a high degree of mechanical knowledge, shall receive \$0.06 per hour in addition to their schedule rate of pay.



22. *Night work.*—All per diem employees, except as noted in paragraph 23, whose whole time of work or any part thereof is between the hours of 6 p. m. and 7 a. m., shall be paid \$0.06 per hour in addition to their schedule rate of pay for work performed between the hours mentioned, except that no employee shall receive extra pay for night work for which he is paid Sunday, holiday, or overtime rates of pay. (See also par. 2-b.)

23. *Ordnancemen, primer workers (female), ordnance workers (female), munitions workers (female), and employees in training.*—(a) Ordnancemen employed at naval ammunition depots, mine depots, at the Naval Proving Ground, Dahlgren, Va., Naval Proving Ground, Arco, Idaho, and at the Naval Proving Ground, Fort Knox, Ky., shall receive \$0.06 per hour in addition to their schedule rate of pay.

(b) Ordnancemen at the Naval Ordnance Plant, Baldwin, Long Island, N. Y., and the Naval Magazine, Bellevue, D. C., and in the magazines and the Experimental Ammunition Unit of the Washington Navy Yard, assigned to work of a hazardous nature, shall receive \$0.06 per hour in addition to their schedule rate of pay.

(c) Ordnancemen and other employees detailed to handling or working TNT or tetryl under such conditions as to expose them to the danger of TNT or tetryl poisoning shall receive \$0.10 per hour in addition to their schedule rate of pay for the entire day on which so exposed.

(d) Ordnancemen at torpedo stations and torpedo storages, while actually engaged in assembling, disassembling, or testing torpedoes, shall receive \$0.06 per hour in addition to their schedule rate of pay.

(e) Ordnancemen at the naval torpedo stations, Newport, R. I., and Keyport, Wash., assigned to work of a hazardous nature in loading, assembling loaded components, extracting or breaking down primers, fuzes, detonators, and similar exploding mechanisms, or working with explosive pellets, fulminate of mercury, calcium phosphide, and tetryl, or in grinding powder, shall receive \$0.06 per hour in addition to their schedule rate of pay.

(f) Group II employees in training for ordnancemen shall receive the additional compensation authorized for ordnancemen and under the same conditions for which such additional compensation is allowed ordnancemen, except those employees for whom additional compensation is otherwise provided in this paragraph.

(g) Quartermen, leading men, and snappers ordnancemen, while regularly and immediately supervising groups of employees at least 50 percent of whom are receiving the additional pay provided in this paragraph, shall also receive such additional pay. If under such circumstances any of the men included in the 50 percent are receiving the differential for TNT or tetryl poisoning hazard, the supervisor shall receive the \$0.10 differential.

(h) Primer workers (female) and ordnance workers (female), while actually performing work in the assembly of explosive components containing explosives or pyrotechnic materials, shall receive \$0.06 per hour in addition to their schedule rate of pay. Employees in these ratings who are continuously assigned to such work shall receive the additional compensation while so assigned.

(i) Munitions workers (female) when assigned to work of a hazardous nature shall receive \$0.06 per hour in addition to their schedule rate of pay.

(j) Group II employees in training for munitions worker (female) shall receive \$0.06 per hour in addition to their schedule rate of pay when assigned to work of a hazardous nature.

(k) Employees in training for ordnancemen or munitions worker (female) shall not be assigned to work of a hazardous nature except under close supervision, and incident to such training.

24. *Powerhouse watch.*—(a) Mechanics assigned in charge of a watch in the powerhouse of not less than four employees, exclusive of laborers and helpers, shall, unless holding a supervisory rating, receive \$0.12 per hour in addition to their schedule rate of pay.

(b) Mechanics assigned in charge of a watch in the powerhouse of less than four employees, exclusive of laborers and helpers, shall, unless holding a supervisory rating, receive \$0.06 per hour in addition to their schedule rate of pay.

25. *Refrigerating plant.*—Per diem employees while actually engaged in or while assigned to duty in cold-storage compartments of refrigerating plants, ashore or afloat, and thus subjected to low temperatures, shall be allowed \$0.06 per hour in addition to their schedule rate of pay.

26. *Sewers.*—(a) Sewers while actually engaged in cutting in the flag loft shall be allowed \$0.06 per hour in addition to their scheduled rate of pay.

(b) Sewers at the Naval Ordnance Crane Plant, Baldwin, Long Island, N. Y., and Naval Ammunition Depot, Crane, Ind., while actually engaged in cutting out projectile parachutes, aircraft-flare parachutes, and target balloons, shall be allowed \$0.06 per hour in addition to their schedule rate of pay.

27. *Stevedore.*—(a) The schedule rate of pay for stevedores shall be allowed employees while actually engaged in the loading and discharging of cargo and coal-carrying vessels operated for Navy account. A lighter is not considered a cargo vessel unless work on the lighter is under ship's tackles. This shall include employees actually engaged in handling freight from cars, trucks, trailers, and other conveyances on docks alongside ships, to ships' tackles and vice versa.

(b) Authority is granted to employ for intermittent service, first, unskilled labor available in the navy yards and naval stations; second, available eligibles from the register kept by the labor board; and third, such additional men as may be necessary to expeditiously load or discharge vessels.

(c) Authority is granted to use general helpers and classified laborers on stevedore work and to pay the stevedore rate while actually engaged on this work, when there is an insufficient supply of common labor.

(d) Authority is granted to employ laborers, not to exceed 15 days in any one calendar month, without reference to civil-service registers, when necessary to avoid delay in loading and discharging cargo carriers.

(e) The schedule rate of pay for leading men and quartermen stevedores shall be paid to leadingmen and quartermen laborers while actually engaged in supervision of stevedores or laborers performing this work.

28. *Submarine work.*—Per diem employees required, in connection with their official duties, to be on board a submarine when it submerges shall be allowed 50 percent additional to their schedule rate of pay for the hours worked during the day the vessel submerges, provided that the additional pay will not be allowed for more than 8 hours in any one day, unless the submarine is submerged for a longer period than 8 hours, in which case the additional pay will be allowed for each hour the vessel is submerged.

29. *Supervisors.*—Master mechanics, foremen, and other employees in charge (group IVa), appointed by the Secretary of the Navy, shall not receive any pay in addition to their schedule rate of pay, except that authorized in paragraphs 2, 13 and 28. Other employees in the supervisory mechanical service (group IVa) shall not receive any pay in addition to their schedule rate of pay, except the additional pay authorized in paragraphs 2, 7, 10, 13, 18, 21, 22, 23, 25, and 28.

#### PLANNERS AND ESTIMATORS AND PROGRESSMEN

30. *Planner and estimator and progressman.*—(a) Planners and estimators or progressmen shall be fully qualified mechanics, in their particular ratings.



(b) Planners and estimators shall be employed in the planning division for the purpose of planning and estimating work.

(c) Progressmen shall be employed in the production division for the purpose of progressing the work through the various shops, the yard, and aboard ship.

(d) The total number of mechanics employed as planners and estimators and progressmen, and mechanics assigned to duty as junior planners and estimators and junior progressmen, exclusive of their supervisors, allowed for both the planning division and the production division, shall not exceed  $1\frac{1}{4}$  percent of the total number of employees in groups I, II, and III, and the number of progressmen shall not exceed one-fourth of 1 percent of such total, except at the Washington Navy Yard, where the total number of mechanics employed as planners and estimators and progressmen shall not exceed  $1\frac{1}{2}$  percent of the total number of employees in groups I, II, and III, and the number of progressmen shall not exceed three-fourths of 1 percent of such total.

(e) Employees assigned to duty as junior planners and estimators and junior progressmen shall be recruited from the shops and shall be considered in an "on trial" status or so assigned to take care of peak loads. They shall not be kept in this status indefinitely but shall either be returned to their shops or shall be employed as planners and estimators, or progressmen, respectively, when their qualifications have been definitely determined.

(f) Supervisory mechanical employees shall not be assigned to planning and estimating work in the planning division.

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